

Human Capital & Culture

Equal Opportunity & Inclusion Policy

Purpose

The purpose of this policy is to ensure that B&S Investments fosters a workplace culture that embraces diversity, ensures equal opportunities for all, and actively prevents discrimination or bias in any form. This policy establishes the guiding principles for inclusive hiring, promotion, development, and workplace interactions, aligning with the company's values, Saudi Vision 2030, and global best practices.

Scope

This policy applies to all employees, job applicants, contractors, and stakeholders across B&S Investments and its subsidiaries operating in Saudi Arabia and international markets. It covers:

- Recruitment and onboarding
- Career development and training
- Promotions and transfers
- Compensation and benefits
- Daily workplace conduct and team collaboration
- Termination, retirement, and exit practices

This policy extends to all work environments, including physical offices, events, virtual platforms, and client-facing engagements..

Policy Statement

B&S Investments is committed to creating and sustaining a workplace where every individual is treated fairly, respected for their differences, and empowered to succeed. As a multi-sector, globally active holding group, we recognize that diversity of thought, identity, experience, and background drives innovation, improves decision-making, and reflects the markets we serve.

The company prohibits all forms of discrimination based on (but not limited to):

- Gender or gender identity
- Nationality, ethnicity, or race
- Religion or belief
- Disability status or health condition
- Age or marital status
- Socioeconomic background
- Language, appearance, or education level

Harassment, bias, or exclusionary behavior of any kind will not be tolerated..

Roles & Responsibilities

Role	Responsibility
Board of Directors & CEO	Champion inclusive leadership across the Group and hold executive teams accountable for progress
Chief People Officer (CPO)	Own the policy, define Group-wide inclusion strategy, and oversee reporting, analytics, and compliance
HR Business Partners	Ensure fair hiring and promotion practices, support diversity programs, and act on reported incidents
Line Managers	Promote inclusive team cultures, mitigate unconscious bias, and address exclusionary behavior promptly
Employees	Treat others with respect, report violations, and contribute to a culture of openness and empathy
Legal & Compliance	Ensure alignment with applicable local and international anti-discrimination laws

Procedures & Implementation

1. Inclusive Hiring & Promotion

- Job postings use neutral, inclusive language
- Shortlists must reflect a mix of profiles wherever possible
- Panel interviews are recommended for fairer evaluation
- Promotions are based solely on merit, performance, and potential—not tenure, favoritism, or personal relationships
- Saudization efforts must remain inclusive of diverse groups, including women and people with disabilities
- 2. Workplace Accessibility & Flexibility
- Reasonable accommodations are made for employees with physical or cognitive impairments
- Workspaces are designed or modified for safety, mobility, and comfort
- Flexible work arrangements (e.g., remote, hybrid, parental support) are encouraged based on job nature and need
- Company events, trainings, and communication tools must be inclusive and accessible

2. Training & Awareness

- All employees must complete diversity, equity, and inclusion (DEI) training annually
- Managers receive additional training on mitigating bias, inclusive leadership, and conflict resolution
- Inclusive communication practices are reinforced across internal and external messaging

3. Anti-Discrimination & Anti-Harassment Mechanisms

- Employees can report any incident through HR or anonymously via the Whistleblower Channel
- All complaints are investigated promptly, confidentially, and without retaliation
- Proven misconduct results in corrective or disciplinary action, up to termination
- Reports of subtle bias or microaggressions are addressed through dialogue and education

4. Measurement & Accountability

- Key metrics (e.g., gender ratio, nationality mix, leadership diversity) are monitored quarterly
- Progress is reported to the Board as part of the People & Culture Dashboard
- Feedback from employee engagement surveys is used to identify gaps and shape new initiatives

Monitoring & Review

This policy is reviewed annually by the CPO, Legal, and Inclusion Committees. Interim reviews may occur based on:

- Legal or regulatory updates (e.g., labor law reforms)
- Feedback from audits, surveys, or incident reports
- Evolving societal and business expectations (e.g., gender parity mandates)
- Updates to Saudi Vision 2030 human capital priorities

Updated versions are communicated through internal platforms and integrated into employee handbooks, manager guides, and onboarding content.

Associated Documents

- Code of Business Ethics
- Recruitment & Onboarding Policy
- Harassment-Free Workplace Policy
- Reasonable Accommodation Request Form
- Diversity Awareness Training Module
- Whistleblower Protection Policy
- Performance Review Framework (Bias Mitigation Addendum)
- Internal Grievance Resolution Procedure
- Remote Work & Family Support Guidelines