



Gender Diversity Policy

HR Policy Manual

1. **Introduction**

1.1 At FFL, we recognize the paramount significance of cultivating a diverse and talented workforce. Committed to promoting and enhancing gender diversity, we aim to mirror the rich diversity of society within our organization. Our Gender Diversity Policy is designed to create an inclusive environment where every employee, irrespective of gender, has the opportunity to excel and contribute meaningfully. We firmly believe that embracing gender diversity not only enriches our organizational culture but also serves as a competitive advantage. Upholding a workplace ethos rooted in inclusivity and meritocracy, our policy sets the foundation for fostering a harmonious and equitable work environment for all.

2. **Policy Statement**

FFL shall ensure complete compliance of gender diversity practices in all phases of employment. Details are as follows:

2.1. **Recruitment**

2.1.1. Actively promote FFL as an employer of choice for female candidates.

2.1.2. FFL shall provide equal employment opportunities to qualified individuals eliminating discrimination based on gender consistent with laws of the Islamic Republic of Pakistan.

2.2. **Work Environment**

2.2.1. The company will foster a respectful work environment where gender does not determine an individual's worth, or treatment and every individual is treated with dignity.

2.2.2. The company will address and rectify any gender-based discriminatory behaviors promptly and decisively.

- 2.2.3. The company will ensure work-place amenities for female employees i.e. designated prayer rooms, separate washrooms, etc.
- 2.2.4. Town Hall Meetings & Functional HR Connects will be held on regular basis promoting female employee to voice their opinions.

2.3. **Anti-Harassment**

- 2.3.1. Standing Inquiry Committee shall exist at the company.
- 2.3.2. An Inquiry Committee comprising of three members i.e. one member from senior management, one a senior representative of the employees and at least one-woman member shall constitute the complaint proceedings. In case a complaint is made against one of the members of the Inquiry Committee, the respective member should be replaced by another for that case.
- 2.3.3. The Committee shall be responsible for prompt and fair disposal of complaints of harassment as per the **Protection Against Harassment of Women at the Workplace Act 2010**.
- 2.3.4. Notices shall be displayed at designated notice boards across the company on zero tolerance for discrimination & harassment.

2.4. **Career Growth**

- 2.4.1. Offer equal opportunities for training and development, focusing on empowering female employees & paving the way for their leadership development.
- 2.4.2. Promotion and career progression decisions will be strictly merit-based.

2.5. **Gender Pay Gap**

- 2.5.1. The company will ensure gender pay equity across all roles and levels within the organization i.e. all employees, regardless of gender, should receive equal pay for equal work.
- 2.5.2. Gender pay will be analyzed by the company and where disparities are identified, appropriate actions will be taken to rectify them.

2.6. Maternity Leave

2.6.1. Every female employee who is expecting a child is entitled to 90 days maternity leave (Pre & Post Natal).

2.7. Responsibility

2.7.1. Every employee, HOD, and Line Manager is entrusted with upholding the principles of this policy within their departments. Reporting any discrepancies or incidents is mandatory, following the established organizational procedures.

2.8. Policy Review

2.8.1. The Policy is subject to revision based on any directive issued by Securities and Exchange Commission of Pakistan (SECP), any other institution having competent force of law or whenever the Company deems necessary.