



GENDER POLICY

Thema Collection is committed to fostering an inclusive and equitable workplace where all employees, regardless of gender, are treated with dignity, respect, and fairness. This policy outlines our commitment to promoting gender equality through fair practices, equal opportunities, and a supportive environment.

1. Gender-Neutral Recruitment Processes

- Job advertisements are free from gendered language and focus solely on the skills and qualifications required.
- Recruitment panels are trained to avoid bias in candidate selection.
- Applications are anonymized during the initial screening process to promote impartiality.
- Applications from underrepresented genders in various roles are actively sourced and encouraged.
- Technology is leveraged to remove bias from hiring processes through AI-driven tools

2. Equal Pay for Equal Work

- Salaries and benefits are based on the nature of the role, skills, and experience, without bias.
- Regular audits are conducted to identify and address any pay disparities.
- Transparency in compensation structures ensures fairness.
- Benchmarks are developed to maintain consistent pay practices across similar roles.

3. Gender Training for All Staff

- Mandatory training programs are implemented to educate staff about gender equality and inclusivity.
- Specific training sessions focus on unconscious bias, cultural sensitivity, and fostering an equitable workplace.
- Leadership training programs include modules on inclusive decision-making and gender awareness.
- Interactive workshops encourage dialogue and awareness around gender issues.

4. Anti-Sexual Harassment Training, Policy, and Procedures

- Comprehensive training is provided to prevent and address sexual harassment.
- Clear reporting mechanisms are established to ensure confidentiality and timely resolution.
- Disciplinary action is taken against individuals who violate anti-harassment policies.
- Regular awareness campaigns reinforce zero tolerance for harassment.
- An independent grievance committee handles complaints impartially.

5. Gender-Neutral Promotion Processes

- Promotion criteria are transparent and based on merit, performance, and potential.
- Opportunities for growth are equally accessible to all employees, with regular reviews ensuring fairness.
- Mentorship programs support career advancement for women and underrepresented genders.
- Clear career pathways and support for professional development are established.
- Regular feedback mechanisms ensure equitable promotion processes.

6. Support for Gender Diversity

- Employee Resource Groups (ERGs) provide support and networking opportunities.
- Initiatives celebrate gender diversity and create awareness during events like International Women's Day.
- Success stories of employees overcoming gender barriers are highlighted.
- Cross-gender collaboration in projects is encouraged to promote diverse perspectives.

7. Community Engagement

- Collaborations with local organizations support gender equality initiatives.
- Workshops and programs empower women in local communities.
- Partnerships with educational institutions encourage young women to pursue careers in hospitality.
- Outreach programs create awareness about gender equality in the broader community.
- Building the capacity of local communities to explore alternative entrepreneurial opportunities, such as creating environmentally friendly souvenirs.

8. Workplace Flexibility and Safety

- Flexible working hours and remote work options are available where feasible.
- Safe and supportive workplace infrastructure, including well-lit facilities and secure transport options, is prioritized.
- Emergency support systems are in place for employees facing gender-based violence.
- Regular reviews of workplace policies enhance safety and inclusivity.

This policy is reviewed annually to ensure its relevance and effectiveness, incorporating feedback and aligning with evolving best practices in gender equality.

Sustainability Team – Thema Collection

Policy Developed - 1st October, 2024