

Policy name: Gender Equality & Inclusive Employment Commitment	Approved by: Mostafa El Naby (CEO)
Policy number: 2	Issued date:

1-Policy statement

At Baramouda, we believe that true sustainability is achieved when environmental responsibility is matched with social equity. Gender equality is a core value of our company, and we are committed to ensuring that women have equal opportunities to contribute, lead, and succeed in our workplace.

We recognize the unique challenges women may face in balancing professional and personal responsibilities. To support their well-being and career growth, Baramouda offers a **flexible 4-day workweek for women** instead of the standard 6-day schedule, as well as **4 months of paid maternity leave** in accordance with Egyptian labor law without compromising opportunities for advancement, pay equality, or access to training.

Our workplace culture is built on fairness, respect, and inclusivity, where all employees regardless of gender can thrive in a safe, supportive, and empowering environment. By embedding gender equality into our operations and leadership practices, we aim to be a model for sustainable, socially responsible employment in Egypt and beyond.

2-Policy scope

This Gender Equality & Inclusive Employment Policy applies to all aspects of Baramouda’s operations and to every individual working for or with the company, including permanent, temporary, and part-time employees, contractors, and consultants. It covers all departments, roles, and locations, including offices, waste collection sites, and production facilities in Egypt and future international operations.

The policy governs recruitment and hiring practices, training opportunities, promotions, remuneration, and workplace culture to ensure equal treatment and opportunities for all genders. It also includes special provisions for women, such as the flexible 4-day workweek, 4 months of paid maternity leave, and other supportive arrangements. By applying this policy company-wide, Baramouda ensures that gender equality is integrated into both strategic decision-making and everyday workplace practices.

3-Policy objectives

The purpose of this policy is to ensure that Baramouda creates and maintains a workplace where all employees, regardless of gender, have equal opportunities to contribute, grow, and succeed. Our specific objectives are to:

1. **Promote Equal Opportunities in Employment**

- Ensure that recruitment, hiring, promotions, and career development are based solely on merit, skills, and performance — without discrimination on the basis of gender.
- Use fair and transparent selection processes for all roles, including leadership positions.

2. **Ensure Pay Equity**

- Guarantee equal pay for equal work across all departments and roles.
- Conduct regular salary reviews to identify and eliminate any gender-based pay gaps.

3. **Support Women Through Flexible Work Arrangements**

- Provide a **flexible 4-day workweek** option for women instead of the standard 6-day schedule, without reducing pay or benefits.
- Offer additional flexibility in work hours and location where operationally possible to support work–life balance.

4. **Support Mothers Through Maternity Leave and Family Benefits**

- Provide **4 months of paid maternity leave** in line with Egyptian labor law.
- Guarantee job security and equal opportunities for career advancement after maternity leave.

5. **Encourage Women’s Participation and Leadership**

- Actively promote women into decision-making roles and leadership positions.
- Provide mentorship, training, and leadership development programs tailored to women’s career progression.

6. **Foster a Safe, Respectful, and Inclusive Workplace**

- Maintain a work environment free from harassment, discrimination, and bias.

- Provide clear procedures for reporting and addressing any form of misconduct.

7. **Ensure Access to Training and Development**

- Offer equal access to skill-building programs, technical training, and professional certifications.
- Include diversity and inclusion awareness as part of employee training.

8. **Comply with Legal and Ethical Standards**

- Adhere to Egyptian labor laws, international labor standards, and ethical employment practices.
- Align with relevant **United Nations Sustainable Development Goals (SDG 5 – Gender Equality)**.

4-Key policy pillars and implementation areas

Pillar 1 – Equal Opportunities and Fair Employment

- Apply merit-based recruitment and promotion processes across all departments.
- Ensure job advertisements, interview panels, and selection criteria are gender-neutral.
- Review HR policies annually to eliminate unintentional biases.

Pillar 2 – Pay Equity and Transparent Remuneration

- Conduct regular pay audits to ensure equal pay for equal work.
- Publish internal salary bands for transparency and accountability.
- Address and close any identified pay gaps promptly.

Pillar 3 – Flexible Work Arrangements for Women

- Offer the **4-day workweek** option for women, maintaining full salary and benefits.
- Allow flexible start and finish times where operationally possible.
- Support remote work options for eligible roles.

Pillar 4 – Maternity Leave and Family Support

- Provide **4 months of paid maternity leave** in compliance with Egyptian labor law.
- Guarantee women's right to return to the same or equivalent role after maternity leave.

- Explore additional parental support initiatives, such as flexible hours during the first months after returning to work.

Pillar 5 – Women’s Leadership and Career Development

- Provide targeted leadership training and mentorship programs for women.
- Encourage women’s representation in decision-making bodies and senior roles.
- Set measurable targets for women in management positions.

Pillar 6 – Safe and Respectful Workplace

- Enforce a zero-tolerance policy for harassment, discrimination, and gender-based violence.
- Provide confidential reporting channels for grievances.
- Conduct regular workplace culture and safety audits.

Pillar 7 – Training, Awareness, and Inclusion Culture

- Deliver training on gender equality, diversity, and inclusion for all staff.
- Celebrate women’s contributions and achievements in internal and external communications.
- Engage male and female employees in building a more inclusive culture.

5-Roles and Responsibilities

The successful application of Baramouda’s Gender Equality & Inclusive Employment Policy depends on shared responsibility across the company.

- **Management:** Lead by example in promoting gender equality, approve flexible work and maternity leave arrangements, ensure fair treatment, and address any cases of discrimination or harassment promptly.
- **Supervisors and Team Leaders:** Apply this policy fairly in daily operations, support flexible work schedules, and encourage women’s participation in training and leadership opportunities.
- **All Employees:** Treat colleagues with respect, uphold the principles of equality and inclusivity, and report any concerns or incidents through the appropriate channels.

6-Monitoring, Evaluation and Reporting

Baramouda is committed to regularly monitoring and evaluating the implementation of this Gender Equality & Inclusive Employment Policy to ensure it remains effective and relevant.

- **Monitoring:** Keep records of recruitment, promotions, pay levels, training participation, and use of flexible work arrangements (including the 4-day workweek and maternity leave) to ensure they are applied fairly.
- **Evaluation:** Review this information periodically to identify progress made, challenges faced, and areas needing improvement. This includes gathering informal feedback from employees about workplace equality and inclusivity.
- **Reporting:** Share updates on gender equality initiatives and achievements with employees and stakeholders, including statistics on women's participation, leadership representation, and use of supportive benefits.
- **Continuous Improvement:** Use the findings from monitoring and evaluation to strengthen the policy, improve practices, and ensure Baramouda remains a supportive and inclusive workplace.

7- Review & Update Cycle

Baramouda will review this Gender Equality & Inclusive Employment Policy **once every year** to ensure it reflects our current operations, legal requirements, and best practices in workplace equality.

- **Annual Review:** Management will assess the policy's effectiveness based on monitoring data, employee feedback, and any changes in Egyptian labor laws.
- **Mid-Year Updates:** If significant operational changes occur or new legal requirements are introduced, the policy will be updated immediately rather than waiting for the annual review.
- **Consultation:** Employees will be encouraged to share suggestions and feedback during the review process to ensure the policy continues to meet the needs of the workforce.
- **Communication:** Any updates will be clearly communicated to all employees and included in the latest published version of the policy.

8- Alignment with international standards

Baramouda's commitment to gender equality and inclusive employment is guided by recognized global standards and frameworks to ensure our practices are credible, fair, and internationally compatible.

We align with:

- **United Nations Sustainable Development Goals (SDG 5 – Gender Equality):** Promoting women's full and effective participation, equal opportunities for leadership, and elimination of discrimination in the workplace.
- **International Labour Organization (ILO) Conventions:** Especially those on equal remuneration, non-discrimination in employment, maternity protection, and the promotion of decent work for all.
- **Egyptian Labor Law:** Complying with all national regulations regarding maternity leave, working hours, non-discrimination, and workplace rights.
- **ISO 9001 – Quality Management Systems:** Ensuring fair, transparent, and well-documented processes for recruitment, promotion, and employee development.

By aligning with these international and national frameworks, Baramouda ensures that our gender equality practices are not only legally compliant but also recognized as best practice in responsible and inclusive employment.

At Baramouda, gender equality is more than a policy, it is a core part of who we are and how we operate. By offering equal opportunities, fair pay, flexible work arrangements, and a safe, respectful workplace, we empower all employees to reach their full potential.

We are proud to support women in the workforce through initiatives such as the **4-day workweek** and **4 months of paid maternity leave**, ensuring that professional success and personal well-being go hand in hand.

This commitment to equality strengthens our teams, enhances our innovation, and reflects our belief that a truly sustainable business is one that values and supports every individual. We will continue to review, improve, and lead by example creating a workplace where diversity is celebrated, inclusion is practiced, and equality is the standard.