



INGREBOURN ENERGY LIMITED
DIVERSITY AND INCLUSION POLICY

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Document Owner: Vivian Danbaba

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DIVERSITY & INCLUSION POLICY

INGREBOURNE ENERGY LIMITED (*hereinafter referred to as (“the Company”)*) as an equal opportunity employer, is committed to encouraging diversity and inclusion among our workforce and eliminating unlawful discrimination. Our Equality and Diversity Policy is carefully designed to cater to the specially considered peculiarities of our workforce across board.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best. The Organisation – in providing services – is also committed against unlawful discrimination of customers or the public.

By this token, we are dedicated to building multi-talented personnel and therefore strongly encourage right from inception, a wide range of applications from relevant individuals in the Media industry and Business world.

Our Policy does not only ensure that all employees are treated equally and are not discriminated against in the workplace, we embrace individuals from a good blend of backgrounds and reflect this throughout our hiring policies, workplace ethics and culture.

The Policy’s purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
- Our Diversity and Inclusion Policy embodies a culture of treating all employees equally and fairly without any form of bias. Likewise, it inculcates the consciousness in our workforce to treat each other with regard, respect and dignity. Our policy centres on continuous creation of a conducive environment in the workplace, which empowers people to flourish to their maximum potential.
- not unlawfully discriminate in our employment due to age, disability, gender, pregnancy and maternity, race (including colour, nationality, and

ethnic or national origin), religion or belief and sexual orientation. We do not let considerations of background, external characteristics or affiliations affect our selection and retention of employees. Gender equality is also core to our processes

- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

The Organisation commits to:

- encourage diversity and inclusion in the workplace.
- create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- monitor and assess the progress of our Diversity and Inclusion Policy by continuously building it into our core practices, processes and functions (internally and externally) and periodically track our success rate through the feedback mechanism received from employees e.g. in a one-to-one interactive procedure.

This commitment includes training managers and all other employees about their rights and responsibilities under our Diversity and Inclusion Policy.

Responsibilities include staff conducting themselves to help the organisation prevent bullying, harassment, victimisation and unlawful discrimination.

All staff understand they, as well as the Organization, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public. The Organization takes seriously complaints of bullying,

harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the Organisation's operating activities.

Any acts of bullying, harassment, victimisation and unlawful discrimination will be dealt with as misconduct under the Organisation's grievance and/or disciplinary procedures stipulated in the Company's Employee Handbook, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations.

The Organization makes opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the Organisation's decisions:

- concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under any relevant Nigerian law);
- in reviewing employment practices and procedures when necessary to ensure fairness, and also update the staff and the policy to take account of changes in the law;
- in monitoring the make-up of the workforce regarding information such as age, gender, disability etc in encouraging diversity and inclusion, and in meeting the aims and commitments set out in the Diversity and Inclusion Policy. Monitoring will also include assessing how the Policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues

This Policy is fully supported by the Senior Management and the Board of Directors.

Details of the Organisation's welfare benefits, grievance and disciplinary policies and procedures can be found in the Company's Employee handbook. This includes with whom an employee should raise a grievance – usually their Line Manager.

SIGNED ON BEHALF OF THE BOARD OF DIRECTORS

On This Day 18th of September 2023

Signed 

CHAIRMAN