



# CENTER FOR FISCAL TRANSPARENCY AND INTEGRITY WATCH

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Office Address:  
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## Equal Opportunity Employer Policy Statement

### Policy Brief & Purpose

Our dedication to encouraging diversity in the workplace and ensuring equality is reflected in our equal opportunity employer policy.

The foundation of a safe and effective workplace is this equal employment opportunity policy. For everyone to work effectively, they must feel respected and supported. We take pride in treating everyone with regard and respect.

### Scope

Our policy applies to all stakeholders such as employees, candidates, contractors, partners and visitors.

All people are entitled to equal opportunity, but it mostly affects people from underrepresented groups because they are the ones who are typically treated unfairly in the workforce. People in those categories won't be guaranteed jobs or promotions, but we will treat them fairly and refrain from prejudiced behavior that would be considered discrimination.

### Policy elements

As an equal opportunity employer, we give all applicants the same chances for employment, advancement, and benefits without making any distinctions based on protected characteristics like:

- Age
- Sex / Gender
- Sexual orientation
- Ethnicity/ Nationality
- Religion

- Disability
- Medical history

To promote justice in all facets of work, we based our equal employment opportunity policy on preventive and positive measures. These features consist of :

- Hiring
- Training
- Evaluating performance
- Administering compensation and benefits
- Terminating employees

We also want to guarantee that other situations are equally subject to equal opportunity. For instance, we refrain from retaliating against staff members and are dedicated to stopping and resolving any form of harassment directed at them, including sexual harassment.

Our organization's practices are evaluated by our HR department to make sure they are bias-free. When we notice prejudices interfering, we will take prompt action to improve our procedures, teach our employees how to overcome their biases, and safeguard potential discrimination victims. Everyone will have the opportunity to work in a setting where their rights are respected.

## **Actions**

As part of our equal employment opportunity policy, we will also take other measures to encourage justice and diversity. We will:

- In all signage, writing, and online content, use inclusive language..
- Modify structures and facilities to accommodate people with disabilities.
- Provide parental leave and flexible work arrangement policies.
- Hire, train and evaluate employees through job-related criteria

- Allow employees to take religious or national holidays that aren't included in our company's official schedule.
- Train employees on communication and diversity.
- Implement open door practices so employees can report discrimination more easily.

### **Grievance Procedure**

It is the duty of every manager and supervisor to utilize nondiscriminatory, objective criteria when making choices and to practice equal opportunity. Everyone should always abide by our rules.

Please feel free to alert HR right away if you notice or suspect that a policy is being broken. You could also approach the individual directly if you think they are doing improperly but aren't aware of it.

### **Disciplinary Consequences**

Depending on the seriousness of the offense, discrimination offenders may face disciplinary action. For instance, accidentally insulting a coworker might merit a reprimand, but persistently bothering someone might lead to demotion or termination.