



SAIF Office Q1-08-055/C
PO BOX 9624 – SHARJAH UAE

POLICY OF NON-DISCRIMINATION

VOLUME FZC is a company committed with non-discrimination policy and among its principles has the principle that it will not discriminate for employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, gender, color, age, national origin, sex, sexual orientation, gender identity, disability, religion, political beliefs, union membership or marital status, disability.

POLICY FOR ANTI-HARASSMENT

VOLUME FZC guarantees that its work environment is free from any kind of harassment, i.e. harassment based upon an individual's sex, race, ethnicity, gender identity, sexual orientation, national origin, age, religion or any other legally protected characteristics.

All employees of any grade or level or work status must respect this policy.

No sexual harassment will be tolerated, by any means. It is forbidden and not tolerated any unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. The employer's computer system cannot be used for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior.

VOLUME FZC encourages to report any harassment that a person has felt in the workplace to the supervisor. Privacy and confidentiality and respect of human dignity is guaranteed, and the report will be immediately investigated and all appropriate actions will be taken, i.e. disciplinary action that may lead to possible termination of work.

The employee that feels to have been harassed in the workplace can by his choice report directly to the legal authority, without any limitation.

