

# WORKPLACE EQUALITY AND DIVERSITY POLICY



## Prime Expertise Limited

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Tanzania.

EFFECTIVE DATE	March 2022	DATE OF LAST REVISION	March 2023	VERSION NO.	1.0.2
APPLIES TO					
GROUP 1	Associates	GROUP 2	Employees	GROUP 3	Job applicants
GROUP 4	Interns	GROUP 5	—	GROUP 6	—

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	RESPONSIBILITY
1.0.1	Board of Directors	N/A	N/A	Director of Finance and Administration
1.0.2	Board of Directors	March 2023	Annual review to address any gaps or inconsistencies	Director of Finance and Administration

## Purpose

Prime Expertise respects and values diverse life experiences and heritages and is committed to promoting and providing equal opportunities and avoiding discrimination. We aim to have a diverse, inclusive, and equitable workplace where all associates and employees, whatever their gender, race, ethnicity, or national origin, age, sexual orientation or identity, education, disability, or religious belief, feel valued and respected.

The purpose of this Policy is therefore to communicate our commitment to the promotion of equality of opportunity at Prime Expertise among its associates, employees, and relationships with other stakeholders.

## Scope

Prime Expertise's Equality and Diversity Policy applies to all those who work for (or apply to work for) Prime Expertise across Tanzania, East Africa, and beyond, whether full time or part time, temporary or permanent. This includes:

- associates;
- employees;
- job applicants;
- interns; etc.

Prime Expertise will also apply the principles of this Policy in its interactions with other stakeholders, such as clients and consortium partners.

The term "Prime Expertise personnel or personnel" is used throughout this Policy to cover all associates, employees, and interns.

The Policy covers the following:

- Recruitment, selection, and promotion;
- Terms and conditions of employment;

- Professional development;
- Flexible working options;
- Safe working environment;
- Leadership, management, and accountability; and
- Grievances, disciplinary action, and termination of employment.

## **Recruitment, selection, and promotion**

The recruitment process must result in the selection of the most suitable person for the post in respect of experience, knowledge, skills, and qualifications. It is against Prime Expertise's Policy to discriminate either directly or indirectly on any of the grounds contained within the Policy at any stage of the recruitment process. Definitions of direct and indirect discrimination can be found below.

Prime Expertise will advertise all open positions on its website and state clearly that it welcomes applications from all sections of the community.

The job advertisement and job specification will specify clearly the knowledge, experience, and skills required by the applicant. Selection for employment will be made on the basis of relevant criteria, including experience, aptitude, and ability.

Candidate selection will always be carried out by more than one person and never by a single-sex panel. For monitoring purposes, applicants will be required to complete a monitoring form; these details will remain confidential and will not be given to the short-listing personnel.

Accessibility for applicants with special needs will be considered in organising the recruitment process. We will provide any reasonable adjustments for people with disabilities to ensure they have access to our services and employment.

## **Terms and conditions of employment**

Prime Expertise is committed to the principle of equal opportunities in employment and believes that, as part of that principle, all personnel should be equally graded for the same work or for work of broadly similar weight.

Prime Expertise applies a job classification scheme that uses specific criteria to identify jobs of similar complexity and responsibility and place them within classification bands in order to identify work of equivalent or equal value. Pay is then determined by the location of the position within the classification scheme. Prime Expertise believes that its pay system should be transparent, based on objective criteria, and free from bias. To achieve this, we will, on a regular basis, review our existing and future pay practices for our personnel, including those who are absent on pregnancy or maternity leave. All individuals will be informed how their pay is arrived at. Prime Expertise believes that it should fairly reward the skills, experience, and contributions of its personnel.

## **Professional development**

Prime Expertise's performance management process will support the identification of professional development needs and opportunities and the identification of career development goals.

Prime Expertise recognises that training is a key way in which personnel may develop the knowledge, skills, qualifications, and experience necessary for the effective performance of their job. Where training needs are identified through the performance management process, training opportunities will be made available, subject to financial and operational constraints, to all personnel. It is against Prime Expertise's Policy to discriminate directly or indirectly, either in the selection of candidates for training courses or in the arrangements made for selection.

Equal opportunity issues begin to be addressed at the induction stage and are reinforced in other ways, including management development programmes and skills training (i.e., performance management, recruitment, and selection). Training materials must be free of bias and not discriminatory.

Longer-term development opportunities are available to all personnel, subject only to financial and operational constraints.

Prime Expertise will review its learning and development strategy regularly in order to identify and meet training needs that relate to the achievement of equality of opportunity.

## Flexible working options

Prime Expertise provides access to a range of flexible work opportunities to support personnel with family responsibilities or other personnel whose work can be carried out effectively from home.

## Safe working environment

Prime Expertise does not tolerate any form of physical or verbal harassment or discrimination.

## Leadership, management, and accountability

Prime Expertise aims for diversity in its senior management and governance structures.

Along with the Policy, a statement of management support for the Equality and Diversity Policy will be published on Prime Expertise's website and made available to all employees.

The Director of Finance and Administration and her delegates are responsible for monitoring the Policy and any complaints received.

## Grievances, disciplinary action, and termination of employment

Prime Expertise will ensure that, where applicable, grievance and disciplinary procedures are carried out fairly and uniformly for all personnel, whether they result in the giving of disciplinary warnings, dismissal, or other disciplinary action.

Prime Expertise will monitor redundancy criteria and procedures to ensure that they are fair and objective and do not directly or indirectly discriminate against personnel.

## Definitions

- **Direct discrimination:** takes place when a person is treated less favourably than others (in the same circumstances) on the grounds of age, disability, sex, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, e.g. turning down a female applicant because she is pregnant or has a child is a direct sex discrimination.
- **Indirect discrimination:** is when a condition or requirement is applied which adversely affects one particular group more than another and cannot be strictly justified in terms of the requirements for performing the job, e.g. setting an age limit of between 18 and 30 without good reason may be a form of indirect sex discrimination, because it is more likely that women would have family commitments meaning that fewer women than men could comply.
- **Victimization:** occurs where personnel is subjected to a detriment, such as being denied a training opportunity or a promotion, because he or she made or supported a complaint or raised a grievance or

because he or she is suspected of doing so. However, personnel are not protected from victimization if he or she acted maliciously or made or supported an untrue complaint.

## Amendments

Please note that this Policy is subject to change from time to time. Any changes to this Policy made in the future will be reflected on the Prime Expertise website.

## Related policies

Code of Conduct, available at: <https://primeexpertise.co.tz/wp-content/uploads/2023/04/Code-of-Conduct.pdf>.

Respect and Dignity at Work Policy, available at: <https://primeexpertise.co.tz/wp-content/uploads/2023/04/Respect-Dignity-at-Work-Policy.pdf>.

Safeguarding and Child Protection Policy, available at: <https://primeexpertise.co.tz/wp-content/uploads/2023/04/Safeguarding-Child-Protection-Policy.pdf>.