

PAKISTAN OILFIELDS LIMITED

GENDER DIVERSITY POLICY

INTRODUCTION:

Pakistan Oilfields Limited (POL) recognises that a diverse workforce draws on different perspectives and experiences of different individuals, who together as a team, effectively contribute towards the achievement of its overall corporate objectives and success of its business.

We provide an all-inclusive work environment and ensure that all employees receive equal opportunities, respect and recognition regardless of gender, race, ethnicity, ability, or age.

Our Gender Diversity Policy addresses the following aspects:

Recruitment

Our employees are considered to be an asset for the Company and the contribution of each employee towards profitability and growth of the Company is valued. Pakistan Oilfields Limited is an equal opportunity employer and is committed towards inducting talented and innovative professionals in its workforce, regardless of gender, race, religion, age, ethnic or national origin and disability.

Compensation & Benefits

We provide market competitive salary packages and other employment related benefits in order to keep the workforce motivated and fully focused on their jobs. At the time of hiring in the Company, a competitive salary package is offered on the basis of the job requirement, educational qualification and work experience, skill set, equally to both male and female candidates. Likewise, pay raise / increments are also purely based on merit and work performance of individual staff without any gender-based discrimination.

Promotion / Career Progression

Employees with outstanding performance and potential to grow are rewarded with promotion and career progression purely based on merit and on work performance, regardless of gender. Our managers ensure that all employees are treated fairly and evaluated objectively.

Employee Retention

We promote a culture where the focus is on the growth and development of our employees' managerial and technical skills. We consider our employees as an asset to the Company and in order to retain competent resources, the Company

offers compensation packages, employee development and training programs, regardless of gender.

Training & Development

Training & Development plays an important role in the development of competent resources. We have designed a well-defined mechanism for identification and implementation of training programs for all employees regardless of their gender to make them more productive in their areas of responsibilities.

Providing conducive work environment to Female staff

All female employees are facilitated to meet their personal commitment / family issues as per approved policies. Also providing separate sitting place for lunch during break hour. In addition to our existing leaves entitlement, all female employees are entitled to Maternity Leaves that is given to them as per Company policy.

Anti – Harassment and Grievance Policy

Pakistan Oilfields Limited is dedicated to provide a working environment that ensures that each and every employee is treated with respect and dignity with equitable conduct. The Company is committed to ensure a positive professional work environment that is essential for the professional growth of its employee.

To ensure that all employees associated with the Company are treated in a respectful and in a fair manner, the Company has already enforced its Grievance Policy and a policy for Protection against Harassment.

In order to review progress on Gender Diversity policy a meeting of all Head of Departments will be arranged once a year to review progress on the Gender Diversity Policy. Further, gender dis-aggregated data with regard to female employees and their performance / promotions and trainings shall be maintained.



Shuaib A. Malik
Chief Executive