



**Creative Services Limited (CSL)**  
**Equality and Diversity Policy**  
(Version-1, Effective from January 01, 2024)

## **1. Introduction**

Creative Services Limited (CSL) is committed to promoting equality and diversity in all aspects of their operations. The Equality and Diversity Policy ensures a discrimination-free work environment and encourages inclusion. CSL believes that valuing and respecting every individual fosters creativity and innovation, contributing to their company's success.

## **2. Scope**

This policy applies to all employees, contractors, volunteers, job applicants, clients, and stakeholders of CSL. It covers all aspects of employment, including recruitment, promotion, training, working conditions, pay, and benefits, as well as the delivery of our services.

## **3. Principles**

CSL adheres to the following principles:

- Equality: Ensuring everyone has equal access to opportunities and resources.
- Diversity: Valuing the differences in our workforce and clientele.
- Inclusion: Creating a culture where everyone feels valued and can contribute fully.

## **4. Legal Framework**

CSL complies with all relevant equality legislation, including but not limited to:

- The Constitution of the People's Republic of Bangladesh
- National Women Development Policy 2011
- Relevant Bangladesh directives and regulations

## **5. Policy Statements**

**5.1 Non-Discrimination:** CSL will not tolerate discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

**5.2 Harassment and Bullying:** CSL is committed to providing a work environment free from harassment and bullying. Any form of harassment or bullying will be dealt with seriously and may result in disciplinary action.

**5.3 Equal Opportunities in Employment:** We ensure that our recruitment, promotion, and training processes are fair and unbiased. Decisions will be based on merit, skills, and experience.

**5.4 Accessible Services:** CSL is committed to making our services accessible to all clients. We will make reasonable adjustments to accommodate the needs of individuals with disabilities.

## **6. Responsibilities**

### **6.1 Management**

- Ensure that this policy is communicated and implemented effectively.
- Provide training and resources to promote equality and diversity.
- Monitor and review practices to ensure compliance with this policy.

### **6.2 Employees**

- Treat everyone with dignity and respect.
- Report any incidents of discrimination, harassment, or bullying.
- Participate in training and development related to equality and diversity.

## **7. Implementation**

**7.1 Training:** All employees will receive training on equality and diversity to understand their rights and responsibilities under this policy.

**7.2 Monitoring and Review:** We will regularly monitor our practices and review this policy annually to ensure it remains effective and relevant.

**7.3 Reporting:** Employees who believe they have been subjected to discrimination, harassment, or victimization should report the incident to their manager or the HR department. All complaints will be handled confidentially and investigated promptly.

## **8. Breach of Policy**

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Contractors and volunteers who breach this policy may have their contracts terminated.