



Dr. Qaisar Ali Associates (SMC-Private) Limited Structural Design Specialists

CONSULT/1665

Equal Opportunity, Diversity and Inclusion





Introduction

At Dr. Qaisar Ali Associates, our strength lies in the diversity of our team and the inclusive environment we foster. We are committed to attracting and retaining the best talent by creating a workplace where everyone has an equal opportunity to succeed, free from discrimination and bias. This policy outlines our firm commitment to fair hiring practices, equitable compensation, and the active promotion of a diverse and inclusive workforce, including persons with disabilities. Upholding these principles is essential to our innovation, growth, and reputation.

1. Anti-Discrimination in Hiring Practices

Dr. Qaisar Ali Associates is an equal opportunity employer. We strictly prohibit discrimination in all aspects of employment, including recruitment, hiring, promotions, and training, based on race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or any other protected status under applicable law.

Our principles:

-  **Merit-Based Selection:** All employment decisions will be based on merit, qualifications, skills, experience, and the needs of the business.
-  **Unbiased Recruitment:** Job descriptions, advertisements, and interview processes will be designed to attract a diverse pool of candidates and will focus solely on job-related criteria.
-  **Fair Interview Process:** Interview panels will be trained to avoid unconscious bias, and a structured interview process will be used to ensure consistency and fairness for all candidates.
-  **Inclusive Onboarding:** The onboarding process will be designed to welcome individuals from all backgrounds and integrate them into our company culture.

Address:

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2. Complaints System to Address Concerns

We are committed to providing a safe, reliable, and confidential mechanism for employees to raise concerns or report violations of this policy without fear of retaliation.



Our principles:

-  **Multiple Reporting Channels:** Employees can report concerns related to discrimination, harassment, or unfair treatment to their line manager, the HR Department, any member of the Leadership Team, or through our confidential reporting channel.
-  **Designated Female Point of Contact:** To ensure ease and comfort for female employees, Engr. Beenish Saleh, Manager Engineering and Operations, heads the committee to address complaints and concerns. She is available for confidential discussions at 0345-5909232.
-  **Confidentiality:** All reports will be treated with the utmost confidentiality, shared only with those who need to know to investigate and resolve the matter.
-  **Prompt and Impartial Investigation:** Every complaint will be acknowledged, investigated promptly, fairly, and impartially by trained personnel.
-  **Non-Retaliation:** Retaliation against any individual who, in good faith, makes a complaint or participates in an investigation is strictly prohibited and will be subject to disciplinary action.

3. Policy to Ensure Equal Pay

Dr. Qaisar Ali Associates is dedicated to the principle of equal pay for work of equal value. We ensure that all employees are compensated fairly and equitably for their roles, experience, and performance, regardless of their gender or background.

Our principles:

-  **Pay Equity Reviews:** We conduct regular, systematic reviews of compensation across the organization to identify and address any unwarranted pay disparities based on gender or other protected characteristics.
-  **Structured Compensation Bands:** Salary ranges and compensation bands for all positions are based on market data, role requirements, and internal equity to ensure fairness and transparency.

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- 🚦 **Objective Criteria:** Salary increases, bonuses, and promotions are determined through objective, performance-based criteria, applied consistently to all employees.

4. Measures to Increase Diversity and Ensure Gender Balance

We believe that a diverse workforce drives innovation and excellence. We are committed to proactively increasing diversity and achieving gender balance at all levels of the organization.

Our principles:

- 🚦 **Diversity Goals:** The Leadership Team will set and monitor measurable goals for improving diversity and gender representation, particularly in underrepresented areas and leadership positions.
- 🚦 **Inclusive Leadership Training:** Managers and leaders will receive training on inclusive leadership practices, unconscious bias, and how to foster diverse and high-performing teams.
- 🚦 **Mentorship and Sponsorship:** We will establish mentorship and sponsorship programs to support the career development and advancement of women and other underrepresented groups.
- 🚦 **Diverse Sourcing:** We will partner with diverse professional organizations and educational institutions to broaden our talent pipeline.

5. Documented Procedure for Employment and Inclusion of Persons with Disabilities

Dr. Qaisar Ali Associates is committed to creating a barrier-free environment and providing equal employment opportunities for qualified people with disabilities.

Our principles:

- 🚦 **Accessible Workplace:** We are committed to ensuring our physical premises, digital tools, and communication methods are accessible to all.
- 🚦 **Sensitization Training:** We provide training for all employees to foster a respectful, inclusive, and supportive culture for colleagues with disabilities.

6. Professional Growth and development

We ensure that all employees have equitable access to mentorship, sponsorship, training, and

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advancement opportunities. We are dedicated to building a pipeline of diverse leadership within the organization.

Our principles:

-  **Equitable Systems and Processes:** We regularly review our policies, procedures, and systems, from performance evaluations to compensation, to ensure they are fair, transparent, and support equity for all.
-  **Belonging and Engagement:** We encourage the formation of employee resource groups and foster open dialogue through forums and surveys. We celebrate our diverse cultures and backgrounds, strengthening our sense of community and shared purpose.
-  **Inclusive Leadership:** We hold our leaders accountable for championing principles, modeling inclusive behaviors, and actively building and managing diverse teams.

We recognize that building a truly diverse and inclusive organization is an ongoing journey. Dr. Qaisar Ali Associates is committed to continuously learning, measuring our progress, and evolving our practices to ensure we live up to our values and harness the full potential of our collective talent.

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