
EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY AND PROCEDURES

Purpose

The purpose of the Equal Employment Opportunity (EEO) Policy at Trendie is to establish a workplace environment where fairness, respect, and equality are foundational values. This policy aims to ensure that all employment decisions are made on the basis of merit and competency, free from bias, discrimination, or prejudice. Our commitment is to uphold a culture that embraces diversity and inclusivity, fostering an environment where all employees can thrive.

Scope

This policy applies to all individuals employed by Trendie, including full-time, part-time, temporary, and contract staff, as well as all job applicants. It encompasses all facets of employment, including but not limited to recruitment, selection, promotion, compensation, benefits, training, professional development, disciplinary actions, and termination. This policy is also extended to cover interactions with customers, clients, contractors, and visitors to our organisation.

Policy Statement

Trendie is committed to promoting equal employment opportunities and creating a diverse and inclusive workplace where every individual is treated with dignity and respect. We strictly prohibit any form of discrimination, harassment, or retaliation on the basis of race, colour, religion, sex, gender identity, national origin, age, disability, sexual orientation, marital status, or any other characteristic protected by law. We are dedicated to ensuring that our work environment is free from unlawful conduct and that all employment practices adhere to principles of fairness and equity.

EEO Principles

- **Non-Discrimination:**

All employment decisions at Trendie will be conducted without regard to any legally protected characteristic. This includes but is not limited to decisions related to hiring, promotion, job assignment, compensation, benefits, training, and termination.



Trendie

- **Merit-Based Employment:**

Employment and advancement at Trendie are based solely on individual qualifications, skills, experience, and performance. We are committed to providing equal opportunities for all employees to develop and succeed.

- **Diversity and Inclusion:**

We value the diverse backgrounds, experiences, and perspectives of our workforce. We actively promote an inclusive culture where differences are respected, and everyone has the opportunity to contribute fully to our success.

- **Harassment-Free Workplace:**

Trendie is committed to maintaining a workplace free from all forms of harassment, including sexual harassment, bullying, and any other inappropriate behaviour based on a protected characteristic. We will take all necessary steps to prevent and address such behaviour.

- **Reasonable Accommodations:**

We will make reasonable accommodations to support employees and job applicants with disabilities or specific needs, provided that such accommodations do not impose an undue hardship on the organisation. This includes adjustments to the work environment or work processes to enable individuals to perform their job duties effectively.

EEO Procedures

- **Reporting Discrimination or Harassment:**

Employees who believe they have been subjected to or have witnessed discrimination, harassment, or any violation of this policy are encouraged to report the incident immediately. Reports can be made to the employee's direct manager, the HR department, or any other designated representative. We ensure that all complaints are handled promptly, confidentially, and with the utmost seriousness.

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- **Investigation Process:**

Upon receiving a report of alleged discrimination or harassment, an impartial and thorough investigation will be conducted in accordance with our established procedures. This may include interviewing relevant parties, reviewing documentation, and taking necessary steps to protect the rights of all individuals involved. The findings of the investigation will guide any subsequent actions or disciplinary measures.

- **Corrective Action:**

If a violation of the EEO policy is substantiated, Trendie will take appropriate corrective action, which may include disciplinary measures up to and including termination of employment. Corrective actions are intended to address and remedy the situation while preventing future occurrences.

- **No Retaliation:**

Retaliation against individuals who report discrimination or harassment or participate in an investigation is strictly prohibited. Any act of retaliation is a serious breach of this policy and will result in disciplinary action. We encourage employees to speak up without fear of reprisal.

- **Training and Awareness:**

Trendie is committed to educating our workforce on EEO principles and practices. We provide regular training sessions to ensure that all employees understand their rights and responsibilities under this policy. Managers and supervisors receive additional training to assist them in recognising and preventing discrimination and harassment.

- **Reasonable Accommodations Requests:**

Employees or job applicants who require reasonable accommodations should submit their request to the HR department. Each request will be evaluated on a case-by-case basis, taking into account the individual's specific needs and the organisation's operational requirements.



Responsibilities

- **Employees:**

Every employee at Trendie has the responsibility to understand and adhere to this EEO policy. Employees are encouraged to contribute to a positive work environment by treating all colleagues with respect and reporting any conduct that may violate this policy.

- **Managers and Supervisors:**

Managers and supervisors have a crucial role in enforcing this policy. They are responsible for fostering an inclusive work environment, ensuring that their teams comply with EEO standards, and promptly addressing any reports of discrimination or harassment.

- **HR Department:**

The HR department is responsible for overseeing the implementation and enforcement of the EEO policy. This includes providing guidance, conducting investigations, ensuring compliance with relevant laws, and offering training and support to employees and management.

Compliance and Enforcement

Trendie is fully committed to enforcing this Equal Employment Opportunity policy. Non-compliance with this policy will result in disciplinary action, which may include but is not limited to counselling, reprimands, suspension, or termination of employment. All employees and managers are required to cooperate fully with any investigation into alleged violations of this policy.

Review and Amendments

This policy will be reviewed annually to ensure its effectiveness and alignment with current laws and organisational values. Any amendments or updates to this policy will be communicated to all employees promptly. Employees are encouraged to provide feedback on this policy to help us continually improve our workplace practices.