

WORKPLACE DIVERSITY POLICY

1. Introduction.

Diversity is any visible or invisible dimension that can be used to differentiate groups and people from one another. The existence of workplace diversity, within TransCentury, indicates that the workplace is heterogeneous in terms of gender, race and ethnicity, hence employees possess distinct elements and qualities, differing from one person to another.

TransCentury plays a pivotal role in creating an inclusive society by embracing diversity, and the development and enforcement of policies that promote diversity and pluralism at the workplace.

1.1. Statement of Commitment

TransCentury PLC is committed to building and fostering a fair and inclusive workplace which values diversity and encourages respect and dignity, beliefs and ideas consistent with the principles outlined in the Kenya National Commission on Human Rights Act. TransCentury recognizes the value of identifying and removing barriers and promoting inclusion in the workplace.

1.2. Policy Statement

Diversity is an important value of the Company, where each employee is respected and valued for their differences. TransCentury is committed to enhancing workplace diversity and fostering a workplace that is representative of the resident population it serves. A diverse workplace benefits employee by allowing them to feel valued for their differences by the Company and creating opportunities for advancement.

TransCentury protects all employees from discrimination and harassment under TransCentury Harassment Policy. The Company will strive to ensure diversity is represented in all areas of the organization including policies, procedures and practices.

1.3. Scope

This policy applies to all employees of TransCentury PLC. This policy is relevant for employees who are in a position to make or influence decisions of the Organization. Third parties who have business dealing with TransCentury are expected to comply with this policy.

1.4. Definition of terms

- **Affirmative** - includes any measure designed to overcome or ameliorate any inequality or the systemic denial of infringement of the right or fundamental freedom.
- **At all levels** - refers to representation at the support, technical, middle management, senior management and director levels.
- **Disability** - includes any physical, sensory, mental, psychological or other impairment, condition or illness that has, or is perceived by significant sectors of the community to

have, a substantial or long-term effect on an individual's ability to carry out ordinary day to day activities.

- **Discrimination** - to accord different treatment to different persons solely or mainly as a result of different abilities and disabilities, gender, youth, minority and marginalized.
- **Diversity** - means recognizing and embracing the contribution of people with differences in background, experience and perspectives.
- **Equality** - includes providing equal opportunities and enjoyment of all rights and fundamental freedoms to all irrespective of race, sex pregnancy, marital status, health status, ethnic or social origin, color, age, disability, religion, conscience, belief, culture, dress, language or birth.
- **Gender** - the social roles attributes to being masculine or feminine.
- **Race** - refers to groups of people who have differences and similarities in biological traits deemed by society to socially significant.
- **Sex** - biological orientation of being male or female.
- **Youth** - the collectivity of all individuals in the republic of Kenya who attained age of 18 years and have not attained age of 35 years.

2. Principles

In keeping with our values of entrepreneurial, pioneering, innovative and collaborative TransCentury will implement this policy in accordance with the following principles:

- **Dignity** - Employees are treated in a respectful manner.
- **Equity** - Employees will be provided the same access to programs, services, opportunities and facilities as all staff.

3. Standards

Building a diverse and inclusive workplace at TransCentury encourages employees to work together to help create a respectful and inclusive workplace.

4. Objectives

4.1. General Objective

To build a work force that is inclusive and representative of the diversity of the Kenyan people for efficient and effective service delivery.

4.2. Specific Objectives

- a) To provide strategies for ensuring an inclusive workforce that takes care of the interests of diverse Kenyan communities including gender, ethnicity, youth, persons with disabilities, minority and marginalized groups.
- b) To provide mechanism for institutionalization and mainstreaming of diversity management at TransCentury for efficient and effective service delivery.
- c) To provide for an effective monitoring and evaluation framework.

5. Positive aspects of diversity in the workplace include:

- Exchange of ideas because of the diverse culture of employees
- Development of friendship without discrimination
- Development of coping mechanism by employees in light of the diverse environment.
- Elimination of stereotypes.
- Retention of employees due to healthy competition.

6. Strategies and mechanism for promoting diversity

6.1. Age Diversity

TransCentury PLC comprises of employees of varying age groups. The Constitution provides for equal opportunity including youth.

6.1.1.Strategies

- Establish attachment and mentorship programmes to offer college and university students opportunity to serve TransCentury
- Formulate an internal internship policy.
- Take affirmative action measures to ensure representations of the youth at all levels of the Company.
- Develop and implement a succession management plan to attract, retain and progressively engage the youth at the workplace.
- Offer opportunities for appointment, training and promotion of youthful employees to facilitate career progression.

6.2. Gender diversity

Gender diversity at TransCentury PLC involves the consideration, recognition and promotion of different skills, resources and potential of women and men in all their diversity.

6.2.1.Strategies

- Prohibit imposition of sanctions or dismissal on the grounds of pregnancy, maternity/paternity leave or marital status and observe the requirement of maternity and paternity leave with pay.
- Treat all employees including women equally with regard to pay, benefits, transfers, training, education and social programs.

6.3. Ethnic and Cultural Diversity

TransCentury shall ensure fair and equitable representation of the diverse Kenyan ethnic communities and groups including minorities and marginalized groups, proportionate to their national population size.

6.3.1.Strategies

- Take affirmative action measures to ensure proportionate representation of members of unrepresented and under represented ethnic communities, minorities and marginalized groups.
- Advertise available job vacancies in manner that will reach the diverse ethnic groups including using the internet.
- Adopt a shortlisting criterion that does not in any way disadvantage communities and groups
- Create conducive work environment that accommodates diverse groups through the use of official languages at the work place.

7. Mechanisms for Institutionalizing Diversity at TransCentury

To institutionalize diversity at TransCentury, the following mechanism shall be implemented:

7.1. Leadership and management commitment

TransCentury management shall champion diversity by infusing it into all organizational processes and integrating into core values of the Company. They shall communicate the Company's vision, provide visibility and commit time and resources in regard to diversity.

7.2. Employee Involvement

Employee involvement is critical for the success in managing diversity which shall be achieved through inspired workforce operating in an environment based on mutual trust, respect, openness, empowerment, teamwork, innovation, risk taking, integrity and encouraging and valuing diversity.

7.3. Diversity linked to performance

A more diverse and inclusive work environment yields greater productivity and helps improve both individual and Company performance.

7.4. Promotion and career development

TransCentury shall focus on the talent and experiences of employees when making decisions on promotions and career development. TransCentury shall that every employee is afforded equal opportunity in terms of skills, competencies and experiences to advance their careers.

7.5. Monitoring, evaluation and reporting

TransCentury PLC internal audit shall carry out periodic audits to establish levels of compliance with various standards and guidelines on diversity.

7.6. Review of HR regulations, policies, rules and practices

TransCentury shall review all policies, rules, regulations and practices on HR to ensure that they do not contain elements of discrimination against any group. The Company shall evaluate the effectiveness of its workplace strategy for mainstreeting diversity and make improvements where necessary.