



# GLOBAL STAR SECURITY SERVICES

YOUR SHIELD OF SECURITY

## DISCRIMINATION POLICY

### POLICIES & PROCEDURES

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## 1. PREAMBLE

Global Star Security Services (GSS) is dedicated to fostering a professional and respectful work environment where every individual is treated fairly and without prejudice. As a licensed private security provider operating under the laws of the Islamic Emirate of Afghanistan, GSS adheres to national legal standards and international obligations that strictly prohibit any form of discrimination.

This policy reflects GSS's commitment to the inherent dignity and equality of all individuals, regardless of their background. Discrimination undermines workplace harmony, negatively impacts morale, and compromises the integrity of security operations. Therefore, this policy outlines a clear framework for preventing, identifying, and addressing discriminatory practices within the organization.

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## 2. PURPOSE

The purpose of this policy is to affirm Global Star Security Services Company's (GSS) commitment to fostering a workplace and operational environment that is free from discrimination, where all individuals are treated with respect, dignity, and equality.

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## 3. AIM

The primary aim of this anti-discrimination policy is to create and maintain a fair and inclusive environment by prohibiting discrimination and harassment based on certain protected characteristics. The policy seeks to ensure equal opportunities and treatment for all individuals, regardless of factors such as race, gender, religion, or other personal attributes. It also establishes clear guidelines and procedures for reporting and addressing instances of discrimination and harassment, promoting a culture of respect and accountability.



Here's a more detailed breakdown:

### **Preventing Discrimination and Harassment:**

- **Clearly Defines Prohibited Conduct:** This section delineates specific actions that are deemed discriminatory or harassing, ensuring that everyone understands the boundaries of unacceptable behavior.
- **Promotes a Respectful Workplace:** By setting standards and expectations for behavior, the policy helps foster a positive and inclusive environment where all individuals feel valued and respected.
- **Reduces Legal Risks:** Implementing and enforcing this policy can help organizations avoid potential legal issues and costly lawsuits related to discrimination and harassment.

### **Promoting Equality and Inclusion:**

- **Ensures Equal Opportunities:** The policy aims to create equal opportunities by ensuring that no individual experiences disadvantage or exclusion due to their background or personal characteristics.
- **Protects Vulnerable Groups:** It focuses on safeguarding groups that have historically faced discrimination based on race, gender, religion, or disability.
- **Fosters a Diverse and Inclusive Workforce:** By promoting fairness and equal treatment, these initiatives can attract and retain a diverse workforce, leading to increased innovation and productivity.

### **Establishing Clear Processes:**

- **Reporting Mechanisms:** The policy ensures fair and prompt handling of complaints by providing clear procedures for reporting incidents of discrimination and harassment.
- **Investigation Procedures:** It outlines the steps involved in investigating complaints to ensure a thorough and impartial process.
- **Remediation and Corrective Action:** This section outlines the steps we will take to address discriminatory behavior, which includes disciplinary measures and support for affected individuals.

In summary, anti-discrimination policies are essential for creating a just and equitable environment where all individuals can thrive, free from the detrimental effects of discrimination and harassment.



## 4. SCOPE

This policy applies to:

- All GSS employees, including management, guards, administrative staff, and support staff.
- All contractors, subcontractors, service providers, and suppliers.
- All clients and business partners involved in or collaborating with GSS projects.

## 5. POLICY STATEMENT

Global Star Security Services Company is committed to fostering a work environment that is free from all forms of discrimination. GSS strictly prohibits both direct and indirect discrimination in employment, training, promotions, compensation, and daily operations. This prohibition includes discrimination based on ethnicity, tribe, gender, language, religion, age, disability, political affiliation, or social background. We uphold the dignity, equality, and fair treatment of all individuals, ensuring compliance with Afghan law, the ICoCA, and international best practices.

All personnel are required to act with fairness, integrity, and cultural sensitivity. Discriminatory conduct—whether verbal, physical, written, or behavioral—will not be tolerated and may result in disciplinary action, including termination.

This policy applies to all decisions regarding hiring, assigning duties, evaluating performance, or engaging with clients, colleagues, or members of the public. GSS is dedicated to ensuring equal opportunity and a harassment-free environment in accordance with Afghan law, client standards, and international principles of non-discrimination.

GSS is an equal opportunity employer and service provider. The company strictly prohibits all forms of discrimination based on the following categories:

- Race, ethnicity, or national origin
- Religion or belief
- Gender or sex
- Age
- a disability or medical condition
- Marital or family status



- Sexual orientation or gender identity
- Language, political affiliation, or social background
- Any other status protected under national or international law.

All employment decisions—including recruitment, promotion, compensation, discipline, and termination—must be based solely on merit, qualifications, and business needs, without consideration of any discriminatory factors.

## 6. DEFINITIONS

The following definitions are provided to enhance clarity and consistency in the interpretation and implementation of this policy:

**Discrimination:** Unjust or prejudicial treatment of individuals based on characteristics such as ethnicity, gender, religion, language, disability, or any other protected status.

**Direct Discrimination:** Unfavorable treatment of a person compared to another in a similar situation, based on a personal characteristic (e.g., denying a promotion due to tribal background).

**Indirect Discrimination:** Policies or practices that appear neutral but disproportionately disadvantage individuals from certain groups (e.g., imposing unnecessary language requirements for the job).

**Equal Opportunity:** The principle that all individuals should have equal chances.

**Bullying:** Repeated and unreasonable behavior directed at a worker or a group of workers, creating a risk to their mental or physical health and safety.

**Harassment:** Any unwelcome and uninvited behavior—whether verbal, non-verbal, physical, written, or visual—that lacks a legitimate workplace function and intimidates, humiliates, or offends another individual or individuals.

**Sexual Harassment:** Unwelcome conduct of a sexual nature that causes a person to feel offended, humiliated, or intimidated, where such a reaction is reasonable given the circumstances.



**Sites:** Locations where a GSS worker is employed, including host employer sites.

**On-hired Employee:** Refers to any GSS employee who has been 'on-hired' to work at a site belonging to a GSS host employer or client, including People at Work sites.

**Workers:** Encompasses all employees, subcontractors, and on-hired employees at host sites.

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## 7. GROUNDS OF DISCRIMINATION AND HARASSMENT

Under relevant legislation, the following are recognized as grounds for discrimination and harassment:

- Race
- Sex
- Marital Status
- Pregnancy/Breastfeeding
- Career Responsibilities
- Disability
- Religion
- Political Beliefs
- Age
- Sexual Preference/Sexual Activity
- Gender
- Trade Union Activity
- Physical Features
- Employment Activity

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## 8. RESPONSIBILITIES

### **Management:**

• Management is responsible for fostering a culture of diversity, equity, and inclusion within the organization and ensuring compliance with the anti-discrimination policy.



- They must provide leadership and support to employees to promote diversity and prevent workplace discrimination.
- Management should promptly investigate and address any reports or complaints of discrimination and take appropriate disciplinary action against violators.

### **Human Resources (HR):**

- The HR department is responsible for developing, implementing, and enforcing the anti-discrimination policy.
- They must provide training and education to employees on issues related to discrimination, harassment, and diversity awareness.
- HR should ensure that all employment practices and policies are fair, unbiased, and compliant with anti-discrimination laws and regulations.

### **Employees:**

- All employees are responsible for treating colleagues, customers, and others with respect and fairness, regardless of their race, ethnicity, gender, age, sexual orientation, disability, religion, or other protected characteristics.

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## **9. PROHIBITED CONDUCT**

Our organization strictly prohibits any form of discrimination, harassment, and vilification. Attributes such as race, gender, sexual orientation, religion, and disability are not exempt from this prohibition. Our dedication lies in creating an inclusive environment that values and respects all individuals, providing them with the opportunity to thrive.

- We prohibit both direct and indirect discrimination based on protected attributes such as race, sex, age, disability, marital status, pregnancy, sexual orientation, gender identity, religion, political opinion, or social origin.
- Harassment encompasses verbal, physical, or written actions that generate an intimidating, hostile, or offensive work atmosphere.
- Individuals who file complaints or participate in investigations related to discrimination, harassment, or vilification often become victims.



Such behaviors undermine the principles of fairness and equality that are essential for a healthy workplace culture. It is crucial for organizations to implement robust policies and training programs to address and prevent these issues, fostering an inclusive environment where all employees can feel safe and supported.

By promoting open communication and encouraging employees to report any misconduct without fear of retaliation, companies can build trust and ensure accountability.

Additionally, regular assessments of workplace culture can help identify areas for improvement and reinforce the commitment to a respectful and equitable work environment.

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## **10. COMMITMENT TO EQUAL OPPORTUNITY**

GSS is firmly committed to being an Equal Opportunity Employer. Employment-related decisions are based solely on individual merit, qualifications, and performance. We actively promote a diverse, respectful, and principled workplace where all staff have a fair opportunity to grow and contribute, regardless of their background or identity.

GSS bases employment decisions on:

- Relevant skills and qualifications
- Professional conduct and job performance
- Compliance with GSS operational needs and policies

Our commitment includes:

- Fostering mutual respect and a culture of cooperation
- Valuing diverse perspectives as a strategic strength
- Upholding justice, equality, and Islamic ethical values across all levels of the organization

By embracing these principles, we aim to cultivate an environment that not only enhances individual potential but also drives collective success. This approach ensures that every team member feels valued and empowered to make meaningful contributions to our mission.



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## 11. WORKPLACE CONDUCT EXPECTATIONS

GSS expects all personnel to create a respectful, inclusive, and professional work environment. Every employee, regardless of their role or rank, is responsible for treating others with dignity and avoiding behavior that could be perceived as disrespectful, prejudicial, or divisive. Upholding these standards is crucial for building trust, unity, and operational integrity within the organization.

All personnel are expected to:

- Treat colleagues, clients, and visitors with respect and courtesy.
- Refrain from jokes, slurs, gestures, or statements that demean another individual's identity or beliefs.
- Promote unity and professionalism, regardless of personal background.
- Speak up or report any observed acts of discrimination or prejudice.

Supervisors and managers are additionally responsible for:

- Leading by example in both words and actions.
- Promoting equitable decision-making practices.
- Taking swift and fair action when discriminatory behavior is reported or observed.
- Creating an inclusive environment requires ongoing education and self-reflection. By fostering open communication and encouraging diverse perspectives, we can strengthen our workplace culture and ensure everyone feels valued and heard.

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## 12. TRAINING AND AWARENESS

GSS will provide ongoing training on anti-discrimination practices, cultural sensitivity, and equal opportunity principles.

Orientation for new hires will include details about this policy and the expectations for professional conduct.

A training session schedule will be developed throughout the year to ensure continuous education for all employees.



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An interactive workshop format will encourage discussions and role-playing scenarios focused on discrimination and cultural sensitivity.

Case studies will be integrated into the training to demonstrate real-world applications of equal opportunity principles.

A mentorship program will be established in which seasoned employees guide new hires in understanding workplace culture and professional conduct expectations.

Mandatory employee training programs focused on diversity and inclusion will be implemented to deepen understanding of workplace discrimination.

Clear reporting mechanisms will be established, allowing employees to report incidents of discrimination safely and without fear of retaliation.

Inclusive policies will be developed to comply with legal requirements and promote an environment where every individual feels valued.

Open dialogues about diversity and equality will be encouraged through regular workshops and discussion forums to help build a supportive community.

The organizational culture will be assessed and enhanced regularly to ensure alignment with the values of respect, dignity, and equality for all employees.

Post-training feedback mechanisms will be implemented to evaluate the effectiveness of the programs and adapt content based on employee responses.

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### **13. COMPLAINT AND REPORTING MECHANISM**

Any individual who believes they have experienced discrimination, harassment, or vilification, or who has witnessed such behavior, should report the issue to their manager, Human Resources, or any designated contact person within the organization. We take all complaints seriously and will investigate them promptly and impartially, taking appropriate action to resolve the situation. It is crucial for all employees to feel safe and supported in their work environment. Encouraging open communication and providing clear channels for reporting concerns can help foster a culture of respect and inclusivity. By actively promoting these values, we can ensure that everyone contributes to a positive workplace



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atmosphere. Additionally, training sessions and workshops can equip employees with the tools they need to address and prevent inappropriate behavior. Retaliation against individuals who report discrimination in good faith is strictly prohibited.

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## **14. INVESTIGATION AND DISCIPLINARY ACTION**

- All reported cases of discrimination will be investigated thoroughly.
  - Proven cases will result in disciplinary action, which may include counseling, suspension, termination, or referral to legal authorities depending on severity.
  - Additionally, the organization is committed to ensuring a safe and supportive environment for all employees and will take necessary steps to prevent future incidents. Regular training and awareness programs will be implemented to promote understanding and respect among staff members.
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## **15. MONITORING AND REVIEW**

The HR and Compliance Teams will consistently monitor the effectiveness of this policy. Annual reviews will be carried out to ensure compliance with legal standards and ICOCA obligations.

These reviews will also evaluate the policy's impact on employee performance and organizational culture, enabling necessary adjustments to improve its effectiveness. Staff feedback will be a crucial part of this process, ensuring that the policy remains relevant and aligned with our goals.

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