Purpose
This policy is designed to enhance women’s empowerment and reduce gender gaps at APP. We are committed to empower the role of Women by creating policies that aim to attract, retain, and promote women at APP.

Scope
This policy applies to all Arab Printing Press’ Women.

Policy Statement
APP believes and affirms the importance of Women in the workplace. Having said the above:

1. APP is committed to provide gender equality in recruitment, promotion, training, development and compensation, related decisions will be made based on objectives factors, including:
   1.1 Merit;
   1.2 Qualifications;
   1.3 Performance;
   1.4 APP grading system and salary scale; and
   1.5 Business considerations.

2. APP is committed to adhere to UN Global Compact and UN Women’ seven principles:
   2.1 Principle 1: Establish high-level corporate leadership for gender equality;
   2.2 Principle 2: Non-discrimination in the workplace; treat all women and men fairly at work – respect and support human rights and nondiscrimination;
   2.3 Principle 3: Ensure the health, safety and well-being of all women and men workers;
   2.4 Principle 4: Promote education, training and professional development for women;
   2.5 Principle 5: Implement enterprise development, supply chain and marketing practices that empower women;
   2.6 Principle 6: Promote equality through community initiatives and advocacy; and
   2.7 Principle 7: Measure and publicly report on progress to achieve gender equality.

3. Increase the capability of women to exercise their basic and legal rights fully, help determine their life outcomes, assume leadership roles, and influence decision-making in the company;

4. APP will establish targets to increase female representation within senior management;

5. APP will actively encourage women to take more risks and opportunities;

6. APP will ensure the implementation of Anti-Harassment & Non-Discrimination Policy (HR-PO-09 Ed. 1), Diversity and Inclusion Policy (HR-PO-13 Ed. 1), Equal Employment Opportunity Policy (HR-PO-11 Ed. 1) and monitor theirs use and effectiveness;

7. APP will review, create and develop ideas for women’s empowerment that cover social, educational, economic, and psychological parts; and

8. APP recognizes the biases and avoids them (Affinity*, Likeability*, Attribution*, Maternal* and Performance* biases).

*Affinity bias – We gravitate towards and favor people who are like ourselves.
*Likeability bias – When women assert themselves, we like them less. We expect men to be assertive and woman to be kind and communal.
*Attribution bias – Women tend to receive less credit for success and more blame for failures. As a result, women feel they have to meet higher standards.
*Maternal bias – Motherhood triggers assumptions that women are less committed to their company and less competent.
*Performance bias – Women tend to be underestimated while men are overestimated.
In accordance to the above, APP will take the below steps and implement them:

1. Grant Maternity Leave in compliance with the applicable laws.
2. APP salutes all working mothers and appreciates the difficult role they are playing, accordingly, APP’s mothers who have been at APP for more than 1 year will be granted attendance flexibility; until the children reach 3 years old. The working hours will be from 7h30 till 16h00.
3. APP will grant new mothers following their return from the maternity leave:
   3.1 One week with half working schedule (paid leave); and
   3.2 Second week with reduced working schedule (paid leave) (from 7h30 till 1h30).

APP reserves the right to make changes to these terms and conditions at any time and for any reason in particular in case workload necessities female employee to spend extra time to finalize an assigned task.

Raising a Concern
Employees are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage, and are invited to report it immediately to the Human Resources Department using the “Grievance Form” to seek initial advice, information or guidance.
APP Policy protects employees who report concerns in good faith.
No employee will suffer any detriment as a result of raising genuine concerns, even if they turn out to be mistaken.

Dissemination and Implementation of Policy
The Human Resources Department
- Ensure the implementation of this policy;
- Deal with any queries about it;
- Communicate this policy and all related policies to new joiners; and
- Audit internal control systems and procedures to ensure they are effective.

Directors, Managers and Supervisors
- Remain vigilant in identifying circumstances where there is a risk that gender equality and women’s empowerment might be occurring in any part of the Company’s business or in any of its supply chains;
- Ensure those reporting to them comply with and understand this policy; and
- Report if they believe or suspect that a conflict with this policy has occurred, or may occur in the future.

APP employee
- Not to be afraid to speak up if he/she believes or suspects that a conflict with this policy has occurred, or may occur in the future; and
- Avoid any activity that might lead to, or suggest, a breach of this policy.

Breaches of this Policy
APP takes this policy very seriously and violations may lead to disciplinary action up to, and including, termination of employment.