

Nandi Adventures

Company Name: Nandi Adventures

Main Office Location: Kampala, Uganda

Website: www.nandiadventures.com

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Position Title: Director of Operations

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Equal Opportunities Policy

Nandi Adventures

Purpose

Nandi Adventures is committed to providing a fair, respectful, and inclusive workplace for everyone. We value diversity and believe it strengthens our team. This policy sets out how we ensure equal opportunity in all areas of our work.

Our Commitment

We treat everyone equally. We do not allow discrimination of any kind. This includes unfair treatment based on:

1. Race or ethnicity
2. Gender or gender identity
3. Age
4. Religion, faith, or beliefs
5. Disability or health status
6. Nationality or citizenship
7. Marital or family status
8. Sexual orientation
9. Socio-economic background
10. Neurodiversity or language

This applies to all employees, job seekers, partners, and clients.

Where This Applies

We make sure equal opportunity is followed in:

1. **Hiring and Recruitment:** We choose the best person for the job based on skills and attitude.
2. **Pay and Benefits:** Everyone is paid fairly for the work they do.
3. **Working Conditions:** We create a safe, welcoming, and accessible workplace.
4. **Training and Growth:** Everyone has equal access to learning and promotion.
5. **Feedback and Complaints:** We listen and take action if something goes wrong.
6. **Ending Employment:** Off-boarding is done with fairness and respect.

Harassment and Bullying

We do not accept any form of harassment. This includes:

1. Name calling or jokes that hurt someone
2. Unwanted physical contact
3. Threats or bullying
4. Gossip or exclusion
5. Inappropriate questions or comments

If you feel harassed or see someone being treated unfairly, speak to your supervisor or HR. You can also email us at wecare@nandiadventures.com. All complaints will be taken seriously and kept private.

Your Rights and Responsibilities

- **Everyone has the right** to work in a safe and respectful space.
- **No one should be treated unfairly** because of who they are.
- **Everyone has the duty** to treat others with dignity and respect.

Employees cannot refuse to work with, or serve, someone based on their identity. Such behavior is not allowed and may lead to disciplinary action.

What We Do as a Company

1. We share this policy with all staff.
2. We train managers and employees to avoid bias.
3. We take all complaints seriously and act fast.
4. We adjust where needed to support all team members.

5. We stay updated with Uganda laws and global standards.

Reporting Discrimination

Please report any case of unfair treatment or discrimination. We are here to help. We want to learn and improve. We welcome your feedback.

Email: wecare@nandiadventures.com

Good Practices We Follow

1. We hire from diverse backgrounds.
2. We promote based on performance, not background.
3. We listen to different voices when making decisions.
4. We support flexible work where possible.
5. We celebrate inclusion as a strength.

This policy is part of Nandi Adventures' HR Manual and is reviewed annually.

Review & Responsibility

This policy is reviewed every year by management. All staff will get training and updates when needed.

For questions or emergencies, contact:

wecare@nandiadventures.com

Emergency number (shared in staff manual)