



Gender Diversity Policy

The SECP had on March 12, 2021 issued a circular no. 7 of 2021, wherein it has directed the Board of Directors of listed companies to oversee the implementation of gender diversity policies in their companies. The circular further asked the boards of listed companies to formulate policies for development of skills of their women employees.

All listed companies are required to comply to this circular and post the gender diversity policies on their websites.

The Gender Diversity and Inclusion Policy aims to attract and retain talented women in the company by creating an inclusive and equal opportunities workplace. The policy will be reviewed regularly to ensure its effectiveness and to make any necessary adjustments.

The Gender Diversity and Inclusion Policy includes the following key elements:

Recruitment and Promotion: The company will ensure that women are considered for all job openings and promotions on an equal basis with men. The company will also ensure that recruitment and promotion processes are fair and transparent.

General Diversity & Inclusion Undertakings: TOMCL management shall undertake at all times to extend equal opportunities to individuals and shall attempt to safeguard them against discrimination, promoting a work culture that values diverse teams.

Workplace Flexibility: The company will provide flexible working arrangements, such as part-time work and telecommuting, to accommodate the needs of employee without any discrimination. The following will be included with respect to workplace flexibility.

- i) General Diversity & Inclusion Undertakings.
- ii) Diversity & Inclusion Undertakings with respect to Gender

Training and Development: The Company will provide regular trainings (online/in-person) to Line managers with hiring responsibilities that provide guidance on mitigating unconscious bias from the recruitment process. With the aim to help reduce any gender bias, stereotyping, etc.

Monitoring and Reporting: The company will monitor and report on the progress of its Gender Diversity and Inclusion Policy on regular basis, and will make any necessary adjustments to ensure its effectiveness. The Company will target to ensure that females are compensated at

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par with their male peers in comparable cadres and positions and will carry out gap analysis of the same.

Diversity & Inclusion Undertakings with respect to Differently-abled: In its bid to create a culture of acceptance and inclusivity, TOMCL will promote equal opportunities for the differently-abled person(s) as part of its ongoing and future programs.

Note: The Board of Directors has duly approved the Gender Diversity and Inclusion Policy of the Company and its publication on the Company's Website.

Certified True Copy

Date of Approval: January 24, 2023

Imran Khan
Company Secretary