

	HR DEPARTMENT	
	DISCRIMINATION POLICY	

HRD POLICY 2 /A/ (01.26)

1. Policy Statement

Sonapack Ghana Limited is committed to providing a fair, respectful, and inclusive workplace where all employees are treated with dignity and equality. The Company strictly prohibits all forms of discrimination and is dedicated to ensuring full compliance with the Labour Act of Ghana, 2003 (Act 651), and all other applicable laws and regulations.

This policy applies to all employees, applicants for employment, contractors, and any other persons engaged by or representing Sonapack Ghana Limited.

2. Definition of Discrimination

Discrimination refers to any unfair, unequal, or prejudicial treatment of an individual or group based on protected characteristics that negatively affects employment-related decisions or conditions, including but not limited to recruitment, hiring, promotion, training, remuneration, job assignments, performance evaluation, discipline, termination, or access to workplace benefits.

Discrimination may be **direct or indirect**, intentional or unintentional.

3. Protected Characteristics

Sonapack Ghana Limited prohibits discrimination on the basis of any legally protected characteristic, including but not limited to:

- Gender or sex
- Age
- Disability
- Religion or belief
- Nationality
- Ethnicity or ethnic origin
- Pregnancy and maternity
- Marital status
- Political affiliation or opinion
- Health status (where protected by law)
- Any other characteristic protected under Ghanaian Labour Law or applicable regulations

 SONAPACK ROSSMANN GROUP GHANA LIMITED PACKAGING IS OUR PASSION	HR DEPARTMENT	 ROSSMANN PACKAGING IS OUR PASSION
	DISCRIMINATION POLICY	

HRD POLICY 2 /A/ (01.26)

4. Equal Employment Practices

The Company ensures that all employment-related decisions are based solely on merit, qualifications, performance, and business needs. Equal opportunity principles apply to:

- Recruitment and selection
- Training and development
- Promotion and career progression
- Compensation and benefits
- Working conditions
- Disciplinary actions and termination

5. Grievance and Reporting Procedure

Employees who believe they have experienced or witnessed discrimination are encouraged to report the matter promptly through any of the following channels:

- The Human Resources Department
- Their immediate supervisor or line manager
- Any designated company grievance or reporting channel (including hotline, where applicable)

All complaints will be handled **confidentially**, impartially, and with due sensitivity.

6. Investigation and Corrective Action

Upon receipt of a complaint, Sonapack Ghana Limited will:

1. Acknowledge the complaint promptly
2. Conduct a fair, thorough, and impartial investigation
3. Take appropriate corrective and disciplinary action where discrimination is substantiated
4. Communicate the outcome, where appropriate, to the complainant

7. Non-Retaliation Commitment

Sonapack Ghana Limited strictly prohibits retaliation against any employee who, in good faith, reports discrimination or participates in an investigation. Any act of retaliation will be treated as a serious violation of company policy and may result in disciplinary action.

	HR DEPARTMENT	
	DISCRIMINATION POLICY	

HRD POLICY 2 /A/ (01.26)

8. Employee Responsibility

All employees are expected to comply with this policy, promote inclusiveness, and contribute to a respectful and discrimination-free workplace.

9. Policy Review

This policy shall be reviewed periodically to ensure continued compliance with Ghanaian Labour Law and best practices.

RACHEL KOUAME

Managing Director of Sonapack GH Ltd

.....

Date:.....08/06/2026.....