



EQUALITY & DIVERSITY POLICY & PROCEDURES

Demerara Associates

Effective Date: 1 January 2024

Review Date: 8 February 2026

Approved By: Rawl Prescott, CEO.

1. Policy Statement

Demerara Associates is committed to promoting equality, diversity, and inclusion in all aspects of its operations. We value diversity as a strength and are dedicated to providing a professional environment where all individuals are treated with dignity, fairness, and respect.

We do not tolerate discrimination, harassment, or victimization of any kind. Our aim is to create an inclusive workplace where differences are respected and where everyone has equal access to opportunities.

2. Purpose

This policy aims to:

- Promote equal opportunities in employment and service delivery
- Prevent discrimination and harassment
- Foster a culture of respect and inclusion
- Ensure compliance with applicable laws and best practices
- Support fair and transparent decision-making

3. Scope

This policy applies to:

- All employees (full-time, part-time, temporary, and contract staff)
- Consultants and service providers
- Interns and volunteers
- Clients and business partners when interacting with the company



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4. Principles

Demerara Associates commits to:

- ✓ Fair treatment for all
- ✓ Equal access to opportunities
- ✓ Respect for individual differences
- ✓ Zero tolerance for discrimination
- ✓ Merit-based decisions
- ✓ Inclusive business practices

5. Non-Discrimination Commitment

Discrimination is prohibited on the basis of:

- Race or ethnicity
- Gender or gender identity
- Age
- Disability
- Religion or belief
- Nationality or origin
- Marital or family status
- Sexual orientation
- Socioeconomic background
- Any other protected characteristic under applicable law

6. Responsibilities

Management

Management shall:

- Lead by example
- Promote inclusive practices
- Address complaints promptly
- Ensure fair recruitment and promotion processes

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Employees

Employees must:

- Treat colleagues respectfully
- Avoid discriminatory behavior
- Report concerns in good faith
- Support an inclusive culture

7. Equality & Diversity Procedures

7.1 Recruitment & Selection

- Positions are advertised fairly
- Selection is based on qualifications and merit
- Interview processes are objective and transparent

7.2 Training & Development

- Equal access to training opportunities
- Development based on role requirements and performance
- Awareness training on diversity and inclusion where feasible

7.3 Workplace Conduct

All staff must:

- Show respect in communication and behavior
- Avoid offensive language or actions
- Promote teamwork and cooperation

7.4 Service Delivery

Demerara Associates will:

- Serve clients fairly and without bias
- Respect cultural and individual differences
- Ensure professionalism in all interactions

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8. Harassment & Bullying

Harassment or bullying of any kind is prohibited. This includes:

- Verbal abuse
- Offensive jokes or remarks
- Intimidation
- Unwanted advances
- Exclusion or victimization

Such behavior may result in disciplinary action.

9. Reporting Concerns

Employees or stakeholders may raise concerns through:

- A supervisor or manager
- HR or designated officer
- Confidential written report

All complaints will be:

- ✓ Taken seriously
- ✓ Investigated fairly
- ✓ Handled confidentially
- ✓ Addressed without retaliation

10. Investigation Process

1. Complaint received
2. Preliminary review
3. Formal investigation if required
4. Findings documented
5. Corrective action where necessary



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11. Disciplinary Action

Breaches of this policy may result in:

- Verbal or written warnings
- Mandatory training
- Suspension
- Termination of employment or contract

12. Monitoring & Review

Demerara Associates will periodically review this policy to ensure effectiveness and compliance with legal and ethical standards.

13. Commitment to Inclusion

We strive to build a workplace where everyone:

- ✓ Feels valued
- ✓ Has equal opportunity
- ✓ Can contribute fully
- ✓ Is respected for their uniqueness

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Equality & Diversity Statement

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At Demerara Associates, we believe that diversity strengthens our organization and the communities we serve. We are committed to treating all individuals with fairness, dignity, and respect.

We promote equal opportunity in our workplace and in our service delivery. We do not tolerate discrimination, harassment, or any form of unfair treatment. Our decisions are guided by merit, professionalism, and inclusivity.

We welcome and value people of different backgrounds, experiences, and perspectives. Our goal is to create an environment where everyone feels respected, supported, and able to contribute fully.

Demerara Associates remains committed to inclusive practices, ethical standards, and continuous improvement in equality and diversity.

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Inclusion & Belonging Statement

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At Demerara Associates, inclusion and belonging are central to how we work and serve. We are committed to creating a culture where everyone feels welcomed, valued, and heard.

We believe people do their best work when they feel they belong. We encourage open dialogue, mutual respect, and collaboration across different backgrounds, experiences, and viewpoints.

Our approach is simple: we listen, we respect differences, and we ensure that all individuals—employees, clients, and partners—feel included and supported.

By fostering inclusion and belonging, we strengthen our relationships, improve our services, and contribute positively to the communities we engage with.

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Guyana Legal Framework Supporting Equality & Non-Discrimination

Demerara Associates' commitment to equality, diversity, inclusion, and belonging is guided by the laws of the Cooperative Republic of Guyana, including:

1. Constitution of the Cooperative Republic of Guyana

The Constitution guarantees fundamental rights and freedoms, including:

- **Equality before the law**
- Protection from discrimination on the basis of race, gender, religion, political opinion, culture, or social status
- Equal protection and benefit of the law

(Key reference: Article 149 – Protection from Discrimination)

2. Prevention of Discrimination Act (1997)

This Act specifically prohibits discrimination in employment, training, recruitment, and membership in professional bodies on grounds such as:

- Race
- Sex
- Religion
- Ethnic origin
- Political opinion
- Social origin

It also promotes **equal opportunity in employment**.

3. Labour Act (Cap. 98:01)

Provides general protections for fair treatment in employment and reinforces employer obligations regarding working conditions and employee rights.

4. Termination of Employment and Severance Pay Act

Supports fair treatment and due process in employment decisions, reducing risk of unfair or discriminatory dismissal.



5. Persons with Disabilities Act (2010)

Protects the rights of persons with disabilities and encourages:

- Equal opportunity
- Accessibility
- Non-discrimination in employment and services

6. Sexual Offences Act (2010)

Addresses sexual harassment and exploitation, reinforcing safe and respectful environments in workplaces and public spaces.

7. Data Protection Act (2023)

While primarily about data privacy, it supports fair and respectful handling of personal information, including sensitive personal data related to identity and background.