

Gender Equity and Women's Empowerment Programme (Jam)

1.0 PURPOSE

Jamalco commits to gender equity, and women's empowerment by ensuring fair representation, equal treatment, and safe participation of all genders. This Programme consolidates and formalizes several initiatives that are already being practiced within the organization. It aligns with ILO Conventions 100 and 111, the ILO Gender Responsive Employment Policy Guidelines, the Jamaica National Policy for Gender Equality (NPGE), and Jamaican labour laws, including the Employment (Equal Pay for Men and Women) Act.

2.0 SCOPE

The Programme applies to all employees, contractors, and interns across all sites and covers the full employment lifecycle, management practices, procurement, and engagement with stakeholders and is subject to Jamalco's operational feasibility and local laws.

3.0 DEFINITIONS

- A. **Violence and Harassment:** Behaviours, physical, sexual, verbal, psychological, digital, economic or otherwise that intimidate or harm a person.
- B. **Sexual Harassment:** Unwelcome sexual conduct that creates a hostile or uncomfortable environment.
- C. **Discrimination:** Any gender-based distinction that restricts equal opportunity or treatment.
- D. **Equal Pay for Work of Equal Value:** Equal remuneration for jobs with comparable skill, effort, responsibility, and conditions.
- E. **Programme:** This Gender Equity and Women's Empowerment Programme is to be reviewed at least every five years or after material organisational changes that alter gender-equity risk(s) or any indication of a control gap.

4.0 PRINCIPLES

Jamalco upholds non-discrimination, transparency, inclusive participation, safety, dignity, accountability, legal compliance, and advocacy for gender diverse governance. While these principles have guided Jamalco's operations historically, this Gender Equity and Women's Empowerment Programme, formalizes them into a structured framework. It promotes gender equity and women's empowerment across (i) employment practices; (ii) training opportunities; (iii) awarding of contracts; (iv) processes of engagement; and (v) management activities. At a minimum, it addresses barriers to professional development, discrimination, violence and harassment.

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5.0 GOVERNANCE, ROLES, AND RESPONSIBILITIES

- A. **Executive Management (Directors):** Lead the Programme and allocate resources.
- B. **Committee/Responsible Person:** Implement, monitor, audit, and report Programme performance.
- C. **HR/Labour Relations:** Manage lifecycle practices, training, and grievance processes.
- D. **Legal:** Oversee confidential grievance procedures and compliance.
- E. **Managers/Supervisors:** Apply fair processes and support inclusive, family-friendly practices.
- F. **Employees/Contractors:** Follow the Programme, complete training, and use reporting channels responsibly.

6.0 RECRUITMENT AND SELECTION

Jamalco will continue to use mixed-gender panels where possible; maintain gender-balanced shortlists where practicable; use inclusive language; promote women’s participation in under-represented fields; and train recruitment personnel.

7.0 REMUNERATION AND PAY EQUITY

Jamalco commits to Equal Pay for Work of Equal Value. Remuneration is based on merit, and there are consistent promotion criteria; gender-neutral job evaluation criteria; and safe and direct wage payment methods.

8.0 RETENTION, DEVELOPMENT, AND FAMILY-SUPPORTIVE MEASURES

Equal access to training, mentoring, and advancement will be ensured. Promotions and separations will be periodically analysed for inequities. Flexible work arrangements will be offered, where practicable. Safe duties and adjustments will be considered for pregnant and nursing women, if requested, and subject to medical assessment. A minimum of twelve weeks’ paid maternity leave per year for a maximum of three pregnancies, and job-protected paternity/parental leave will be provided. Meetings will be scheduled to support full participation.

9.0 VIOLENCE, HARASSMENT, AND GRIEVANCES

Jamalco has zero-tolerance for Violence and Harassment (including Sexual Harassment). It will maintain a robust Racial and Sexual Harassment Policy. It will provide confidential, accessible reporting options; ensure victim-centered responses without retaliation; conduct fair investigations; and provide training on respectful conduct. Effectiveness will be monitored through awareness and resolution data.

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NOTE: QMS Controlled Documents are maintained as described in the [Control of Documents SOP](#). Prior to relying on a printed document, verify that it is current.

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10.0 NON-DISCRIMINATION AND EQUAL OPPORTUNITY

Jamalco prohibits discrimination based on gender-related attributes. It will provide regular training; review participation in training; prohibit pregnancy testing as a condition of recruitment or continued employment; where appropriate, encourage women to seek roles that are traditionally male-dominated; and ensure, where practicable, women’s representation on committees and panels.

11.0 PROCUREMENT AND AWARDING OF CONTRACTS

Procurement will integrate gender equity considerations, encourage suppliers to uphold anti-discrimination and equal pay standards. Where feasible, it will aim to award contracts to businesses/suppliers that show strong participation of women, whether through ownership, management, or other integral areas.

12.0 DATA, MONITORING, REPORTING, AND AUDITING

Jamalco will report annually on gender composition, recruitment, promotion, disaggregate data appropriately and conduct periodic independent reviews. Jamalco will **publicly disclose, on an annual basis, the effectiveness of measures taken to promote gender equity**, including key indicators, actions taken, and outcomes.

13.0 COMMUNICATION AND AWARENESS

The Programme will be integrated into onboarding, training, and performance processes. Awareness campaigns and periodic surveys will assess knowledge and confidence in reporting.

14.0 GRIEVANCE MECHANISMS AND PROTECTION FROM RETALIATION

Confidential, predictable, and transparent grievance systems will be maintained. Investigations will aim to conclude within a reasonable time.

15.0 COMPLIANCE, REVIEW AND CONTINUOUS IMPROVEMENT

Jamalco will comply with Jamaican law, NPGE requirements, and relevant ILO standards. Where this Programme sets standards that exceed the requirements of local laws, Jamalco will strive to meet the higher standard, subject to legal and operational feasibility. Internal audits, feedback, and continuous improvement initiatives will be employed to ensure alignment and progress toward gender equity targets.

This Gender Equity and Women’s Empowerment Programme builds on Jamalco’s longstanding initiatives and provides a formal framework for compliance, monitoring, and continuous improvement.

16.0 REVISION INDEX

Revision Date	Nature of Revision	Document Review Participants