

20.1 Commitment to Diversity & Inclusion

Unisoftwares is committed to creating a diverse, inclusive, and equitable workplace where all employees feel valued, respected, and empowered to contribute their best work.

20.2 Equal Opportunity Employment

We provide equal employment opportunities regardless of:

- Gender
- Religion
- Ethnicity or race
- Age (18+)
- Disability
- Marital status
- Sexual orientation
- National origin
- Political affiliation

Hiring Practices:

- Job postings use inclusive language
 - Diverse interview panels where possible
 - Skills-based assessments (minimize bias)
 - Blind resume screening for initial rounds (remove names/photos)
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20.3 Diversity Goals

Current Workforce (as of 2025):

- Gender: 35% women, 65% men (goal: 40% women by 2027)
- Age: 15% under 25, 60% 25-35, 20% 35-45, 5% 45+
- Department diversity: Actively recruiting women for technical roles

Initiatives:

- Women in Tech scholarship (1-2 internships/year)
 - Partnership with local universities for diverse talent pipeline
 - Inclusive job descriptions (remove gendered language)
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20.4 Inclusive Workplace Practices

20.4.1 Religious Accommodation

- Prayer room available (separate for men/women)
- Flexible break times for prayers
- Religious holidays respected (advance notice for time off)

20.4.2 Accessibility

- Office wheelchair accessible (ramps, elevators)
- Assistive technology available for employees with disabilities
- Flexible work arrangements for employees with health conditions

20.4.3 Family Support

- Generous maternity leave (90 days paid)
 - Paternity leave (14 days paid)
 - Flexible return-to-work options (part-time for first 30 days)
 - Lactation room for nursing mothers
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20.5 Anti-Discrimination & Harassment

Zero Tolerance Policy:

- Discrimination or harassment based on protected characteristics = immediate investigation
- Consequences: Warnings, suspension, or termination depending on severity

Reporting Channels:

- Direct manager
- HR department: hr@unissoftwares.pk

- Anonymous hotline: [phone number]
- Email: ethics@unissoftwares.pk

Investigation Process:

- Confidential investigation within 7 days
 - Interim measures (separation of parties if needed)
 - Resolution within 30 days
 - No retaliation against reporters
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20.6 Inclusive Communication**Language Guidelines:**

- Use "they/them" when gender unknown
- Avoid assumptions about relationships (use "partner" not "wife/husband" unless known)
- Respectful of religious practices (don't schedule mandatory events during prayer times)

Meeting Best Practices:

- Rotate meeting times to accommodate different time zones (Pakistan/USA)
 - Provide multiple ways to contribute (voice, chat, email)
 - Allow asynchronous participation for remote workers
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FAQs (Diversity & Inclusion)**Q1: Does Unissoftwares have diversity hiring goals?**

A: Yes, we aim for 40% women workforce by 2027 and actively recruit diverse talent. (Source: Diversity_Inclusion_Policy.pdf, Section 20.3)

Q2: Is there a prayer room?

A: Yes, separate prayer rooms for men and women with flexible break times for prayers. (Source: Diversity_Inclusion_Policy.pdf, Section 20.4.1)

Q3: How do I report discrimination?

A: Contact HR at hr@unissoftwares.pk, use anonymous hotline, or email ethics@unissoftwares.pk. (Source: Diversity_Inclusion_Policy.pdf, Section 20.5)