

 <p>SAUDI ENTERTAINMENT ACADEMY الأكاديمية السعودية للترفيه</p>	Policy Name:	Diversity, Equity and Inclusion Policy			
Policy Applies to	HR Department – Academy Director & HODs- all staff, trainers & trainees	Department	Human Resources	Policy Code	
1. Policy Statement The Saudi Entertainment Academy is committed to creating and maintaining a diverse, equitable, and inclusive workplace for all its staff, contractors, and business partners. Management believes that a diverse and inclusive environment is critical to the Academy’s success and is essential in creating a culture of innovation, collaboration and respect.					
2. Main Purpose of the Policy <ul style="list-style-type: none"> • Fostering a diverse, equitable and inclusive workplace • Best serving our trainees through exposing them to trainers of different backgrounds, experiences and genders • Treating external stakeholders including partners, employers and contractors in a fair unbiased manner 					
3. Objectives of the Policy <ul style="list-style-type: none"> • Intentionally attract and include highly qualified diverse employees who understand and relate to the background of our trainees and add distinctiveness to the homogenous mixture of employees • Applying a consistent approach in the recruitment and selection of each member of staff based on academic qualifications, experience and competencies • Promoting diversity equity and inclusion in all aspects of our business including : <ul style="list-style-type: none"> ➤ Recruitment, hiring and promotion ➤ Professional development and training ➤ Employee engagement and retention development of services ➤ Community reach and partnerships 					

4. Procedures

a. Announcing Vacancies

SEA HR Department posts a link for applications on Twitter, LinkedIn, and Instagram, ... etc. The post will not specify the gender, religion, ethnic background or nationality.

b. Recruitment & Hiring

- Recruiting diverse candidates through seeking out diverse applicant profiles from a variety of sources.
- Notifying both internal and external recruiters that we are seeking a diverse applicant pool
- Selecting at least 40% of the applicant pool from diverse backgrounds while adhering to Saudi Arabia's Labor Office regulations and laws.
- Including diverse interviewers on our interview panels.
- Ensuring that the interviewers free of bias and that they are sensitive and aware of the Academy's values regarding diversity, equity, and inclusion
- Including references to the organization's diversity policies in the materials it uses to advertise the position
- Ensuring that all employees have equal opportunities for promotion, and have equal salaries for the same positions

c. Leadership Responsibility

- Creating a culture in which the individual differences and contributions of all team members are recognized and valued
- Encouraging staff and trainers to promote dignity and respect among all trainees
- Establishing processes that ensure all trainees are treated equally regardless of their age, ethnicity, religion or gender
- Ensuring that diverse talent is well represented
- Strengthen leadership accountability and capabilities.
- Be fair and transparent, enabling equality of opportunity.
- Promoting openness and tackling bias, and discrimination
- Fostering belonging through clear support for SEA community