

FIN-POL-021

Equal Opportunity and Anti-Harassment Policy

*Setting clear expectations for fair treatment
and respectful behaviour*

Finova Policy

Built on Integrity, Discipline and Trust

December 2025



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Document Control

Item	Detail
Policy Owner	Finova Management
Approval Authority	Chief Executive
Effective Date	14 th December 2025
Review Cycle	Annual
Current Version	V2.0

1. Policy Statement

Finova is committed to providing an environment in which individuals are treated fairly, respectfully, and with dignity. Equal opportunity and freedom from harassment are fundamental to professionalism, trust, and effective collaboration.

This policy sets out how Finova promotes equal opportunity and prevents discrimination, harassment, and bullying across its activities and relationships.

2. Our Approach to Equal Opportunity

Finova is committed to equal opportunity in all aspects of engagement, including recruitment, employment, collaboration, and professional interaction.

Decisions are based on merit, capability, and alignment with Finova's values, without unlawful or unfair discrimination. Finova does not tolerate decisions or practices that disadvantage individuals on grounds unrelated to their ability to perform or contribute.

Equal opportunity considerations are integrated into decision-making rather than treated as a standalone obligation.

3. Harassment, Bullying and Inappropriate Conduct

Finova does not tolerate harassment, bullying, intimidation, or other inappropriate conduct in any form.

Harassment may include unwanted behaviour that has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment. Bullying includes persistent or abusive behaviour that undermines confidence or wellbeing.

Such conduct is unacceptable regardless of seniority, role, or relationship to Finova.

4. Responsibilities and Expected Behaviours

All those acting on behalf of Finova are expected to:

- treat others with respect and professionalism,
- avoid behaviour that could reasonably be perceived as discriminatory or harassing, and
- challenge or escalate inappropriate conduct where it is safe and appropriate to do so.

Finova expects individuals to take personal responsibility for their conduct and its impact on others.

5. Raising Concerns and Seeking Support

Concerns relating to discrimination, harassment, or bullying should be raised promptly so they can be addressed appropriately.

Concerns may be raised through management or in accordance with FIN-POL-011 – Whistleblowing / Speak-Up Policy. Concerns are handled discreetly, sensitively, and without retaliation against those who raise issues in good faith.

6. Governance and Oversight

Responsibility for equal opportunity and anti-harassment oversight sits with Finova's management, supported by appropriate escalation and review mechanisms.

Where concerns are substantiated, Finova may take appropriate action, including disciplinary measures, disengagement, or other corrective steps depending on the circumstances.

7. Alignment with Recognised Equality and Workplace Principles

Finova's approach to equal opportunity and anti-harassment is informed by recognised equality, non-discrimination, and respectful workplace principles, as reflected in applicable legal frameworks and international guidance.

Such references guide approach and judgement, without implying certification, registration, or formal accreditation.

8. Review and Continuous Improvement

This policy is reviewed periodically to ensure it remains appropriate, effective, and aligned with Finova's activities and operating environment.

Finova remains committed to maintaining a professional environment where individuals can contribute without fear of discrimination or harassment.



End of Policy

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