



## **Inclusion, Equal Opportunities and Non-discrimination Policy 11/2025**

### **Introduction**

TropicalAstral Lda is a privately owned social media, digital marketing and language training company based in Portugal. We work with clients, learners and partners from diverse backgrounds and countries. We are committed to ensuring that everyone we work with is treated fairly, respectfully and without discrimination.

### **1. Purpose**

This policy sets out our commitment to inclusion, equal opportunities and non-discrimination in all aspects of our activities, including recruitment, employment, training, project work and cooperation with partners.

### **2. Scope**

This policy applies to:

- All employees, freelancers, interns and volunteers
- All learners, course participants and event attendees
- All external partners, suppliers and subcontractors engaged in TropicalAstral projects

### **3. Our commitment**

TropicalAstral does not tolerate discrimination on any ground, including but not limited to:

- Gender, gender identity or expression
- Sexual orientation
- Race, colour, ethnic or national origin
- Language
- Religion or belief (or lack of belief)
- Disability or chronic illness
- Age
- Socio-economic background
- Migrant or refugee background

We commit to:

1. Treat all individuals with respect and dignity.
2. Provide equal access to opportunities in recruitment, professional development and project participation.
3. Make reasonable accommodations for people with disabilities or specific needs.
4. Challenge discriminatory language, behaviour and practices whenever they arise.

### **4. Recruitment and employment**

- Vacancies will be advertised in a way that encourages diverse applicants.
- Selection and promotion decisions will be based only on professional criteria and merit.
- We will not ask for information that could lead to discrimination (e.g. questions about family planning, religion or non-relevant personal characteristics).



### **5. Inclusion in projects and training**

- Learning materials and project outputs will avoid stereotypes and discriminatory language.
- Where possible, participation fees, schedules and delivery formats will be designed to reduce barriers for participants with fewer opportunities.
- Feedback from participants about inclusion, accessibility and respect will be actively collected and used for improvement.

### **6. Reporting and complaints**

- Any person who experiences or witnesses discrimination, harassment or exclusion in connection with TropicalAstral activities is encouraged to report it to management.
- Reports will be treated seriously, confidentially and without retaliation.
- Where appropriate, corrective and disciplinary measures will be taken.

### **7. Monitoring and review**

This policy will be reviewed at least every two years, or sooner if required by changes in legislation or programme rules. Progress on inclusion and diversity will be discussed regularly within the team and, where relevant, with project partners.