Diversity and Inclusion Policy

Effective Date

Version

Policy Owner

Approved by

Next Review Date

Purpose

(“***Company***”) is committed to maintaining a workplace where people are treated with dignity, respect, fairness, and professionalism. This Diversity and Inclusion Policy sets out the Company’s commitment to creating an inclusive work environment and promoting fair access to employment, development, participation, and advancement.

This Policy is intended to support a respectful workplace and does not create an employment contract or alter the terms of any person’s employment or engagement with the Company.

Scope

This Policy applies to all Company employees, officers, directors, temporary workers, interns, contractors, consultants, job applicants, and other individuals who perform work for or on behalf of the Company.

The Policy applies to conduct at Company premises, during work-related travel, at Company-sponsored events, in remote-work settings, and through work-related communications or digital platforms.

Commitment to Diversity and Inclusion

The Company values the different backgrounds, perspectives, experiences, skills, and identities that individuals bring to the workplace. The Company will seek to foster an environment in which individuals can contribute, participate, and develop without being excluded, disadvantaged, or treated unfairly.

The Company will make employment-related decisions based on legitimate business factors, including qualifications, performance, experience, conduct, skills, and the requirements of the role.

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Equal Opportunity and Non-Discrimination

The Company prohibits discrimination in recruitment, hiring, training, compensation, promotion, transfer, performance management, discipline, termination, and all other aspects of employment or engagement.

No person may be treated less favorably because of a protected characteristic under applicable law. Protected characteristics may include race, color, ethnicity, national origin, religion or belief, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, marital or family status, veteran status, or any other status protected by applicable law.

The Company will also prohibit conduct that may not be unlawful but is inconsistent with its standards of fairness, respect, and inclusion.

Respectful Workplace

All individuals covered by this Policy must communicate and behave professionally. Unwelcome, offensive, humiliating, intimidating, or exclusionary conduct is not acceptable.

Prohibited conduct may include discriminatory comments, derogatory jokes, slurs, offensive images, exclusion from work opportunities, hostile conduct, stereotyping, or other behavior that undermines an individual's dignity or ability to participate fully in the workplace.

This expectation applies whether conduct occurs in person, in writing, by telephone, through video meetings, on messaging platforms, or through social media used for work-related purposes.

Inclusive Employment Practices

The Company will seek to use fair and consistent practices throughout the employment relationship. This includes taking reasonable steps to:

- Use job-related criteria when assessing applicants and employees.
- Provide fair access to training, development, mentorship, and advancement opportunities.
- Encourage inclusive participation in meetings, projects, and decision-making.
- Use accessible and respectful communications where reasonably practicable.
- Review workplace practices that may unintentionally create barriers to participation or advancement.

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Managers are expected to make decisions objectively, address inappropriate conduct promptly, and support an inclusive team environment.

Workplace Adjustments and Accessibility

The Company will consider requests for workplace adjustments or accommodations in accordance with applicable law and Company procedures. Individuals who need an adjustment related to a disability, health condition, religious practice, pregnancy, family responsibility, or other protected need should contact _____.

The Company will handle requests respectfully and, where appropriate, confidentially. The Company may request information reasonably necessary to assess a request and identify an appropriate adjustment.

Reporting Concerns

Any person who experiences, witnesses, or becomes aware of conduct that may violate this Policy should report the concern promptly to _____, _____, _____, or another designated reporting channel.

A person may raise a concern verbally or in writing. Reports should include relevant details where available, such as the people involved, the conduct at issue, dates, locations, witnesses, and any supporting materials.

The Company encourages early reporting so concerns can be addressed appropriately. A person is not required to confront the individual involved before making a report.

Review and Investigation

The Company will review reported concerns promptly, fairly, and as confidentially as reasonably possible. The nature and extent of any review or investigation will depend on the circumstances.

Individuals involved in a review are expected to cooperate honestly and preserve relevant information. The Company may take interim measures where appropriate to protect those involved or maintain a respectful workplace.

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If the Company determines that this Policy has been violated, it may take corrective action, up to and including termination of employment or engagement, subject to applicable law and contractual obligations.

Non-Retaliation

The Company prohibits retaliation against any person who raises a concern in good faith, participates in an investigation, provides information, requests an accommodation, or otherwise exercises a right under this Policy or applicable law.

Retaliation includes adverse treatment, threats, intimidation, exclusion, or other actions taken because a person made or supported a report. Anyone who believes they have experienced retaliation should report it through the reporting channels in this Policy.

Confidentiality and Privacy

The Company will handle reports and related information with appropriate care. Information will be shared only with individuals who need it to assess, investigate, respond to, or resolve the matter, or where disclosure is required by law.

Confidentiality cannot be guaranteed in every circumstance, particularly where a fair investigation, legal obligation, or safety concern requires disclosure.

Responsibilities

All individuals covered by this Policy are responsible for complying with it and contributing to an inclusive workplace.

Managers and leaders have additional responsibility to model respectful conduct, make fair employment decisions, address concerns appropriately, and escalate reports in line with Company procedures.

is responsible for administering this Policy, supporting training and awareness efforts, maintaining reporting procedures, and advising Company leadership on implementation.

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Training and Review

The Company may provide training, guidance, or resources to support understanding and compliance with this Policy. The Company will review this Policy periodically and may amend it when business needs, organizational practices, or applicable legal requirements change.

Policy Administration

The Company may interpret and administer this Policy in a manner consistent with applicable law. Where this Policy provides greater protection than a minimum legal requirement, the Company may apply the higher internal standard to the extent permitted by law.

Acknowledgment

I acknowledge that I have received, read, and understood the Diversity and Inclusion Policy. I understand that I am expected to comply with this Policy and report concerns through the available reporting channels.

Signatures

Company

Name

Date

Signature

Acknowledged by

Name

Date

Signature

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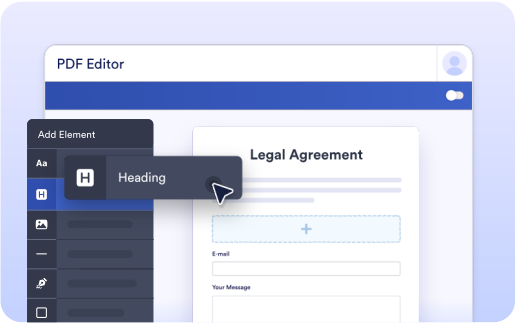
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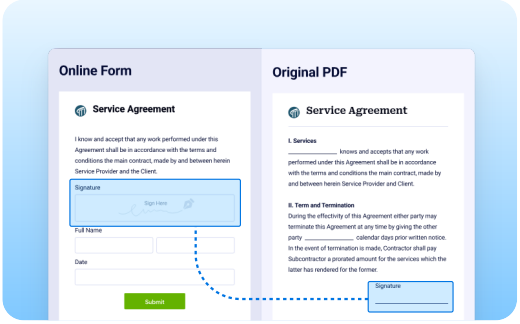
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