

Equal Opportunity Employer Policy

Our Equal Opportunity Employer Policy reflects our commitment to ensure equality, treat everyone with respect and promote diversity in the workplace.

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This Equal Opportunity Employer Policy applies to all employees, job candidates, contractors and visitors.

Policy elements

Being an equal opportunity employer means that we provide the same opportunities for hiring, advancement and benefits to everyone without discriminating due to protected characteristics like:

- age
- gender
- sexual orientation
- ethnicity/ nationality
- religion
- disability
- medical history

Our EOE policy

We have built our EOE policy around preventive and affirmative actions to ensure equal opportunity when hiring, training, evaluating performance, administering compensation and benefits and terminating employees. This list is not exhaustive.

Our HR department is responsible for assessing our processes company wide and ensuring they are bias-free. Whenever we find biases interfering, we will act immediately to refine our processes, train our people to combat their biases and protect possible victims of discrimination. We will give everyone the chance to work in an environment where their rights are respected.

Actions

To promote Equal Opportunity, we:

- *Use inclusive language in all signs, documents and webpages.*
- *Modify structures and facilities to accommodate people with disabilities.*
- *Provide parental leave and flexible work arrangement policies.*
- *Use inclusive language in all signs, documents and webpages.*
- *Hire, train and evaluate employees through job-related criteria.*

- *Allow employees to take religious or national holidays that aren't included in our company's official schedule.*
- *Train employees on communication and diversity.*
- *Implement open door practices so employees can report discrimination more easily.*

Grievance Procedure

All supervisors and managers are responsible to enforce equal opportunity practices. Everyone should comply with our policy by treating others with respect.

If you see or suspect that our EOE policies are being violated, feel free to inform HR immediately. Employees can address the offender directly. We will investigate promptly.

Disciplinary Action

When someone discriminates, they will be subject to disciplinary action depending on the severity of their actions. For example, unintentionally offending a coworker might warrant a reprimand, but harassing someone systematically might result in termination.

We seek to promote trade and trust in the world.