

 <b>POLICY</b>	<b>DIVERSITY, EQUITY, INCLUSION &amp; BELONGING POLICY</b>	<b>DOCUMENT No:</b> <b>GLB SOP 2.8</b>	<b>REV No:</b> <b>1</b>
		<b>DATE APPROVED:</b> <b>05SEP2025</b>	

## 1. PURPOSE

The purpose of this Diversity, Equity, Inclusion, and Belonging (DEIB) Policy is to affirm our company's commitment to fostering a workplace where all individuals feel respected, valued, and empowered to contribute fully. We recognize that diverse perspectives, backgrounds, and experiences drive innovation, strengthen our culture, and enhance our ability to serve our customers.

This policy provides a framework for embedding DEIB principles into our daily operations, decision-making, and long-term strategy. It outlines our expectations for inclusive behavior, equitable practices, and proactive efforts to eliminate barriers to opportunity.

We are committed to:

- Creating a culture of belonging where everyone feels safe, heard, and supported.
- Ensuring fair treatment and access to opportunities for all employees.
- Holding ourselves accountable through continuous learning, measurements, and improvement.

## 2. SCOPE

This policy applies to all employees. The policy also applies to controlled subsidiaries and entities in which the Company either owns a majority interest or manages operations (all the above are referred to throughout this policy as "the Company"). Anyone who works on the Company's behalf (including but not limited to suppliers, consultants, and other business partners) must share our commitment to integrity by following the principles of our Code when providing goods and services to the Company or acting on our behalf.

## 3. RESPONSIBILITY/AUTHORITY

Creating and sustaining a diverse, equitable, inclusive, and belonging workplace is a shared responsibility. While every employee plays a role in fostering an inclusive culture, specific responsibilities are assigned to ensure accountability and leadership at all levels.

Executive leadership is responsible to endorse and integrate DEIB principles into company strategy and culture. The VP of Human Resources and ESG Specialist are responsible for reviewing and updating this policy when content is outdated. All employees within the human resources department are responsible for overseeing fair and unbiased decision-making in hiring, promotions, and professional development opportunities given to employees. They also must support employees in requesting accommodation and reporting concerns. All employees are responsible for ensuring fair and respectful conduct and report any violations of this policy.

## 4. HARASSMENT, DISCRIMINATION, AND RETALIATION PREVENTION

### 4.1 Zero Tolerance for Harassment and Discrimination

Harassment, discrimination, and bullying, whether verbal, physical, or visual are strictly prohibited. This includes conduct based on race, color, religion, sex, gender identity or expression, sexual orientation, age, disability, national origin, marital status, veteran status, or any other protected characteristic.

<b>GLB SOP 2.8</b>	<b>Rev 1</b>	<b>Page 1 of 5</b>
--------------------	--------------	--------------------

All printed copies of this document are uncontrolled. Check QT9 for latest version. SaniSure confidential.

Examples of prohibited behavior include:

- Offensive jokes, slurs, and name-calling
- Unwelcome physical contact or gestures
- Visual displays of offensive material
- Intimidation or threats
- Exclusionary behavior or bias in decision-making

Further information regarding the Company's Policy Against Unlawful Discrimination, Harassment, and Retaliation can be found in the Employee Handbook.

## **4.2 Training and Awareness**

SaniSure provides regular training to educate employees on harassment and discrimination prevention. These programs include practical scenarios and guidance on how to identify, respond to, and report inappropriate behavior.

# **5. BELONGING AND WORKPLACE CULTURE**

## **5.1 SaniSure's DNA**

Our culture, our DNA, emphasizes innovations, flexibility, and employee empowerment. We encourage open dialogue, idea-sharing, and active participation in shaping our company's future.

## **5.2 Creating a Supportive Environment**

Employees are expected to contribute to a workplace that is free from unlawful harassment and discrimination, intimidation and bias. We strive to ensure that everyone can reach their fullest potential in a safe and respectful environment.

## **5.3 Leadership Commitment**

Belonging starts at the top. Our leadership team is committed to modeling inclusive behavior and fostering a culture where diversity is embraced and belonging is prioritized.

## **5.4 Celebrating Differences**

We recognize that our strength lies in the diversity of thought, experience, and approach. We value the unique contribution of each employee and seek to create a space where everyone feels seen, heard, and respected.

## **5.5 Open Door Culture**

SaniSure promotes an open-door policy that encourages employees to speak freely with management and executive staff. We believe that collaboration and transparency are essential to building trust and belonging.

# **6. REASONABLE ACCOMMODATIONS**

## **6.1 Disability Accommodations**

Employees and applicants with known physical or mental disabilities may request accommodation necessary to perform the essential functions of their job. SaniSure will work with the individual to determine whether reasonable accommodation can be provided without causing undue hardship for the company.

Examples of accommodations may include:

- Modified work schedule
- Assistive technologies
- Accessible workspace
- Job restructuring or reassignment of non-essential tasks

Requests for accommodation should be directed to the employee's supervisor or the Human Resources Department. All requests will be handled confidentially and evaluated on a case-by-case basis.

## **6.2 Religious Accommodations**

SaniSure will endeavor to accommodate the sincere religious beliefs and practices of its employees, provided such accommodation does not pose undue hardship on business operations. Employees may request adjustments related to:

- Religious dress or grooming
- Observance of religious holidays
- Prayer breaks or schedule modifications

Employees seeking religious accommodation should notify their supervisor or Human Resources.

Retaliation for requesting reasonable accommodations is strictly prohibited. Further information regarding this policy can be found in the Company's Employee Handbook.

## **7. RECRUITMENT AND HIRING PRACTICES**

### **7.1 Inclusive Job Posting and Outreach**

All job postings must use inclusive language and be shared through accessible channels to reach diverse talent pools. We strive to ensure visibility among underrepresented groups and encourage applications from individuals of all backgrounds.

### **7.2 Non-Discrimination in Hiring**

Hiring decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy status, age, national origin, ancestry, citizenship, disability, medical condition, genetic information, marital status, military or veteran status, or any other protected characteristic.

### **7.3 Bias-Free Screening and Interviews**

Candidate screening is conducted using standardized and objective criteria. Interview formats are structured to ensure fairness and consistency. Proprietary or personal information unrelated to job performance is not shared with hiring manager.

### **7.4 Transparency in Compensation**

Salary ranges or hourly wage bands are disclosed during the job posting or interview process. Compensation offers are based on objective market standards and vary by location and experience.

## **8. PROMOTION AND PROFESSIONAL DEVELOPMENT**

### **8.1 Equitable Access to Development**

All employees are encouraged to pursue professional development opportunities, including training, workshops, and mentorship programs. These resources are designed to support job-related skills development and career progression.

## 8.2 Structured Performance Reviews

Annual performance reviews are conducted to assess employee contributions, set goals, and identify growth opportunities. These reviews are used to guide promotion decisions and ensure transparency in advancement.

## 8.3 Bias-Free Promotion Decisions

Promotions are based on objective criteria such as experience, performance, leadership potential, and alignment with company rules. Supervisors and managers are trained in bias-free decision-making to ensure fairness in career progression.

# 9. REPORTING AND WHISTLEBLOWER PROTECTIONS

## 9.1 Reporting Channels

Employees may report concerns related to discrimination, harassment, retaliations, or any other DEIB-related issue through the following channels:

- Directly to their supervisor
- To the Human Resource Department
- Through the confidential Whistleblower Hotline: <https://report.syntrio.com/sanisure>

Reports may be made anonymously, and all concerns will be treated with confidentiality to the extent possible, consistent with SaniSure's obligation to investigate and resolve issues lawfully.

## 9.2 Investigation and Resolution

All reports will be promptly and thoroughly investigated. Appropriate corrective action will be taken based on the findings, which may include disciplinary measures up to and including termination.

## 9.3 Protection Against Retaliation

SaniSure strictly prohibits retaliation against any employee who reports a concern in good faith or participates in an investigation. Retaliation includes adverse actions such as demotion, termination, exclusion, or intimidation.

## 9.4 False Accusations

While honest reporting is encouraged, knowingly making false accusations or refusing to cooperate in an investigation may result in disciplinary action.

# 10. REFERENCE DOCUMENTS

- SaniSure Employee Handbook
- Code of Conduct
- Labor and Human Rights Policy

# 11. REVISION HISTORY

Rev	Description of Change	Date Approved
-----	-----------------------	---------------

GLB SOP 2.8	Rev 1	Page 4 of 5
-------------	-------	-------------

All printed copies of this document are uncontrolled. Check QT9 for latest version. SaniSure confidential.

1	Initial Document Release	05SEP2025
---	--------------------------	-----------