

## ANTI-DISCRIMINATION AND INCLUSION POLICY

### POLICY STATEMENT

This Anti-Discrimination and Inclusion Policy applies to all crew members, contractors, visitors, and other all other parties with which we do business. It outlines our proactive approach to preventing various forms of discrimination, including but not limited to race, gender, age, religion, disability, and sexual orientation.

We have zero-tolerance for any type of discrimination, and we are committed to promoting equality and creating an environment that values and embraces the unique contributions of all individuals associated with our organization. Non-compliance with this Anti-Discrimination and Inclusion Policy may result in disciplinary actions, up to and including termination, to ensure a safe and secure work environment for all.

Matthew Synnott

CFO

On behalf of Insentra

28/8/2023

REVIEW DATE: 11 September 2023

### ANTI-DISCRIMINATION OBLIGATIONS

#### PROACTIVE MEASURES IN RECRUITMENT

We strive to ensure a fair and unbiased recruitment process. To prevent discrimination, we:

- a. Develop job descriptions and requirements that are free from bias; and
- b. use inclusive language in job postings;
- c. implement blind resume screening techniques to eliminate unconscious bias;
- d. provide equal opportunities for all candidates regardless of background.

## **AWARENESS TRAINING**

We conduct regular awareness training to prevent all types of discrimination and harassment. This includes:

- a.** Educating crew members about different forms of discrimination and their impact.
- b.** promoting respectful communication and behaviour among team members.
- c.** providing guidelines for addressing and reporting discriminatory incidents.

## **ACCOMMODATION FOR CREW MEMBERS WITH DISABILITIES**

We are committed to providing a supportive work environment for all crew members, including those with disabilities. We:

- a.** Ensure that workstations, facilities, and infrastructure are accessible and accommodate diverse needs; and
- b.** collaborate with crew members to identify reasonable accommodations that enable them to perform at their best.

## **WHISTLEBLOWER PROCEDURE**

Our whistleblower procedure allows crew members to report discrimination and harassment without fear of retaliation. This includes:

- a.** Confidential channels for reporting incidents; and
- b.** assurance that reports will be thoroughly investigated;
- c.** protection against any form of retaliation for reporting concerns.

## **PROMOTING WAGE EQUALITY**

We are dedicated to wage equality and fair compensation. To achieve this, we:

- a.** Regularly review pay structures to identify and address any disparities; and
- b.** implement policies to track and report information on compensation practices;
- c.** ensure equal pay for equal work and experience.

## **PREVENTING DISCRIMINATION**

We maintain a zero-tolerance stance toward discrimination. Our efforts include:

- a.** Monitoring and addressing any discriminatory behaviour promptly; and
- b.** promoting a culture of inclusivity where differences are celebrated;
- c.** encouraging open dialogue to address concerns and conflicts.

## **GENDER INCLUSIVE ENVIRONMENT**

We are committed to promoting a gender-inclusive environment where everyone can thrive. This involves:

- a.** Creating opportunities for women to excel in technical roles; and
- b.** encouraging leadership roles for individuals of all genders;
- c.** providing mentorship and support to ensure equal career growth.

## **CONCLUSION**

This Anti-Discrimination and Inclusion Policy reflects our dedication to cultivating a workplace that values diversity, fairness, and mutual respect. We are committed to continuous improvement, and as part of our follow-up plan, we will implement Key Performance Indicators (KPIs) to monitor complaints, harassment and discrimination issues, and conflict resolution timing.

We pledge to resolve such issues promptly and efficiently, with a commitment to determine specific timeframes and well-defined remediation procedures within the next year. Clear responsibilities will be assigned to ensure effective resolution.

By upholding these principles and implementing these proactive measures, we aim to create an environment where all crew members can reach their full potential, contribute to our success, and enjoy a workplace free from discrimination and harassment.

**KEY PERFORMANCE INDICATORS (KPI)**

As our company continues to grow and we mature our anti-discrimination and inclusion efforts, more KPIs will be tracked and included in this document.

**KPI Table:**

% of Women in Top Executive Positions	11%
Number of instances of harassment reported in last 24 months	0