

## DIVERSITY, EQUALITY AND INCLUSION POLICY

### POLICY STATEMENT

This Diversity, Equality and Inclusion (DE&I) Policy applies to all crew members, contractors, visitors, and all other parties with which we do business. It outlines our proactive approach to supporting equality, diversity and 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 DE&I 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: 18 September 2024

### ANTI-DISCRIMINATION OBLIGATIONS

#### PROACTIVE MEASURES IN RECRUITMENT

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

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

## **AWARENESS TRAINING**

We conduct annual 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; and
- c.** providing guidelines for addressing and reporting discriminatory incidents.

Our training is centred on Anti-Discrimination, Anti- Bullying and Anti-Harassment, and Respect at Work. We aim for 100% completion on this training for all crew and contractors at Insentra annually.

In addition, our managers and leaders undergo Equal Employment Opportunity training. We aim for 100% completion for this training annually to keep our team aware of, and mindful of what they can do to create a positive work environment for all.

## **ACCOMMODATION FOR CREW MEMBERS**

We are committed to providing a supportive work environment for all crew members. Accommodations are available for all crew members through discussions with their manager. We understand the need for accommodations could include changing life stages, caring requirements, disability, or many other reasons. We:

- a.** ensure that workstations, facilities, and infrastructure are accessible and accommodate diverse needs;
- b.** have a flexible work approach where possible; and
- c.** 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;
- b.** assurance that reports will be thoroughly investigated; and
- c.** protection against any form of retaliation for reporting concerns.

Please see our Whistleblower Policy for more details.

## **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;
- b.** implement policies to track and report information on compensation practices; and
- 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;
- b.** promoting a culture of inclusivity where differences are celebrated; and
- 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;
- b.** encouraging leadership roles for individuals of all genders;
- c.** providing mentorship and support to ensure equal career growth; and

- d. allowing email signatures to include preferred pronoun usage.

## **CONCLUSION**

This DE&I 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. Insentra is committed to annually updating and reviewing this policy to align with our progress.

By upholding these principles and implementing these proactive measures, we aim to create an environment where all crew members can bring their authentic selves to work, 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