

Document Governance		
Document N°.	POL / HR-GLOBAL ASI 100.13	
Document Name:	Diversity Equity & Inclusion Policy	
Revision:	Version Number: 2.0	Date: 14APR23
Effective Date:	27APR23	
Document Owner /: (Name / Organization)	Ellyn Taylor, Global Director Human Resources  (Signature on file)	Date: 14APR23
Department Head Approval: (Name, Title)	Ellyn Taylor, Global Director Human Resources  (Signature on file)	Date: 14APR23
Executive Approval: (Name, Title)	Randy Trice, CEO  (Signature on file)	Date: 14APR23

**Important!** This policy is not intended to replace or contradict local legislation, such as labor law and or the data privacy legislation, or any policies and procedures of Alphanumeric's clients. This document outlines general rules about professional behavior at Alphanumeric, but if you have any doubts or questions, please contact your local Alphanumeric Human Resources or Alphanumeric manager.

## Table of Contents

**Important!** This policy is not intended to replace or contradict local legislation, such as labor law and or the data privacy legislation, or any policies and procedures of Alphanumeric's clients. This document outlines general rules about professional behavior at Alphanumeric, but if you have any doubts or questions, please contact your local Alphanumeric Human Resources or Alphanumeric manager..... 1

Table of Contents .....	1
1. Purpose.....	2
2. Overview .....	2
3. Scope of Policy.....	2
4. Definitions .....	2
5. Commitment from Alphanumeric .....	3
5.1 Diversity, Equity and Inclusion educational training program .....	3
6. Objectives .....	3
7. Policy and Recitals .....	4
8. Governance and Review .....	5
9. How to Contact Human Resources.....	5
10. Document Change History.....	6

## 1. Purpose

The purpose of having a Diversity, Equity & Inclusion (DE&I) policy at Alphanumeric is to ensure a diverse company by retaining and developing diversity and to express Alphanumeric’s commitment to equality and the treatment of all individuals with respect. We commit to providing equality and fairness to all employees regardless of who they are. This commitment stems from our senior most leaders and includes every member of our team. Ensuring a diverse and inclusive workspace in Alphanumeric means two things:

- A. Stop all intentional inappropriate and non-inclusive behavior.
- B. Limit the amount of all unintentional, inappropriate, and non-inclusive behavior.

## 2. Overview

Alphanumeric is committed to developing a rich culture, a diverse workforce and a healthy work environment in which every employee is treated fairly, is respected and has the opportunity to contribute to the success of the company, while having the opportunity to achieve their full potential as individuals. Diversity at Alphanumeric refers to all the characteristics that make individuals different from each other. Alphanumeric is represented by:

- 13+ nationalities • Gender orientations • Sexual orientations • Baby Boomers, Generation X, Millennials and Generation Z • Ethnicities • Religions • Food preferences • Educational background • Cultural background

The differences taken into consideration paint a very diverse picture of Alphanumeric as a whole. Alphanumeric understands that the wide range of experiences and perspectives resulting from such diversity promotes innovation and business success. Diversity management makes us creative, productive, responsive, competitive and creates value for our shareholders. Alphanumeric is connected to a commitment to provide equality and fairness to all employees.

## 3. Scope of Policy

This policy applies to all current employees of Alphanumeric, regardless of global location, including all full-time and part-time, fixed term and permanent and also applies to job applicants.

## 4. Definitions

**Diversity** – diversity refers to the differences in the make-up of our employees, including age, race, color, national or ethnic origin, family or marital status, sex, gender identity or expression, sexual orientation, language, physical and mental ability, genetic characteristics, political affiliation, religion, socio-economic status, and other characteristics that make our employees unique.

**Equity** – Equity means ensuring fair access to all employment opportunities for everyone, regardless of diversity or differences. Equity addresses the effects of colonization, economic and social disparity and injustices against marginalized groups. It also addresses systemic barriers to access and participation in employment opportunities, sometimes through practices that may not appear to be “equal”.

**Inclusion** – Inclusion is the process through which the company builds community and where employees and the organization at large experience the benefits of diversity. Inclusion provides everyone with the right to participate in our workplace.

Diversity Equity & Inclusion 100.13	Date:	01OCT22							
DE&I Policy 100.13	Revision:	14APR23							Page 2

## 5. Commitment from Alphanumeric

We are opposed to all forms of unlawful and unfair discrimination. All employees will be treated fairly and with respect. When Alphanumeric selects candidates for employment, promotion, training or any other benefit, it will be on the basis of their aptitude and ability.

We are opposed to any form of illegal and unfair discrimination. All employees will be treated fairly and with respect.

When Alphanumeric selects candidates for employment, promotion, training or any other benefit it will be on the basis of their skills, abilities and merit.

Alphanumeric is committed to:

- Create an environment in which the individual differences and contributions of all team members are recognized and valued.
- Create a working environment that promotes dignity and respect for every employee.
- Attract and retain a skilled and diverse workforce that best represents the talent available in the communities in which our assets are located and our employees reside.
- Ensure appropriate selection criteria based on diverse skills, experience and perspectives is used when hiring new staff. Job specification, advertisements, application forms and contracts will not contain any direct or inferred discrimination.
- Encouraging respectful communication at all times.

Additionally, we expect our company leaders to: understand their role in promoting diversity, equity and inclusion within our company; act in accordance with this policy at all times and actively discourage and address any actions that are contrary to this policy.

### 5.1 Diversity, Equity and Inclusion educational training program

Our employees come from all parts of the world. We hire great people from a variety of backgrounds because it makes our company brighter and innovative. This is why Alphanumeric has put in place an innovative DEI training program to make it easier to retain the company's multicultural talent while improving the customer success.

This training program is implemented by deploying a collection of modern video and monthly information that reinforce key DE&I concepts to strengthen the program strategy.

This series is designed to build awareness, support training goals, and underscore key DE&I messages and priorities with a highly aspirational tone. All employees at all levels are encouraged to participate.

## 6. Objectives

The objectives of this policy are to ensure that:

1. Alphanumeric follows the 5 principles of Corporate Governance. (Accountability, Fairness, Transparency, Independence and Social Responsibility)
2. Alphanumeric follows gender equality practices. (Equal rights, power, responsibilities & opportunities for women and men, as well as equal consideration of the interests, needs and priorities of women and men.)
3. Alphanumeric protects our most valuable asset, our human capital.

Diversity Equity & Inclusion 100.13	Date:	01OCT22						
DE&I Policy 100.13	Revision:	14APR23						Page 3

## 7. Policy and Recitals

Intentionally inappropriate and non-inclusive behavior is defined as:

“The deliberate use of words, humor, gestures, other acts or omissions that is used to cause offense.”

Unintentionally inappropriate and non-inclusive behavior is defined as:

“The unconscious use of words, humor, gestures, other acts or omissions that someone experiences as offensive.”

These behaviors will not be tolerated and are grounds for disciplinary actions including up to termination.

The following items concern everyone working at or for Alphanumeric.

### As an employee at Alphanumeric, I :

1. do not say something non-inclusive to my colleagues based on their different way of being.
2. do not discriminate in any way based on ethnicity, religion, gender orientation, sexual orientation, age, food preferences, physical appearances, disabilities, education level, occupation, cultural background, etc.
3. encourage others to behave in a way that drives an inclusive environment by showing a genuine curiosity towards colleagues and thus, expanding individual horizons.
4. show vulnerability by learning from my mistakes if I hurt one of my colleagues based on intentional or unintentional inappropriate and non-inclusive behavior.
5. show bravery when I approach colleagues and talk to them about situations where I experienced or saw someone else experiencing intentional or unintentional inappropriate and non-inclusive behavior at the workplace.
6. reflect on the intentions of a behavior that seemed non-inclusive before I call it non-inclusive (related to number 7).
7. know that inclusion is ongoing, rather than a one-off training.
8. report any intentional and/or unintentional inappropriate and non-inclusive behavior that I cannot handle myself to the point of trust in Alphanumeric.

### The following items specifically concern leaders working at Alphanumeric.

#### As a leader at Alphanumeric, I, being in a leadership role will:

1. hire new employees based on their skills, performance, and personality regardless of their gender, religion, race, nationality, sexuality, etc.
2. be a role model by promoting and fostering an inclusive culture, while having a genuine curiosity within my team.
3. encourage my team to educate themselves and develop skills that foster a diverse and inclusive environment.
4. structure meetings in a way that gives all team members a voice to express their views, ideas, and feelings.
5. encourage team members to be vulnerable and brave to open up to me or points of trust (or someone who will take action) if something is experienced as intentional or unintentional inappropriate and non-inclusive behavior.

The following items specifically concern Alphanumeric as a company.

As a company, we:

1. are all responsible for fostering an inclusive and diverse environment, where every voice is welcomed, heard, and respected.
2. implement and update structures and guidelines based on continuous data, to keep developing our diversity and inclusion policy in close connection with our employees and the development in the external environment.
3. follow best practices within the diversity and inclusion field as well as meet the obligations entailed by relevant legislation.
4. will take the necessary consequences towards individuals if the policy is not followed.

## 8. Governance and Review

Human Resources has overall responsibility for ensuring this policy is comprehensive and addresses all matters relevant to Alphanumeric’s commitment to Diversity & Inclusion. Management at all levels are responsible for ensuring those reporting to them are made aware of and understand this policy as well as they themselves abide by it and contribute to any improvement efforts in improving Alphanumeric’s Diversity & Inclusion efforts.

Human Resources will monitor the effectiveness, adequacy and currency of this policy. Should any improvements or changes need to be made, human resources will update the policy and post the updated version. Upon posting the policy will be in immediate effect.

## 9. How to Contact Human Resources

USA & Corporate Headquarters Human Resources can be reached at [hr@alphanumeric.com](mailto:hr@alphanumeric.com)

Canada Human Resources can be reached at [HRCanada@alphanumeric.com](mailto:HRCanada@alphanumeric.com)

Europe Human Resources can be reached at [HREurope@alphanumeric.com](mailto:HREurope@alphanumeric.com)

APAC Human Resources can be reached at [HRApac@alphanuemric.com](mailto:HRApac@alphanuemric.com)

LATAM Human Resources can be reached at [HRLATAM@alphanumeric.com](mailto:HRLATAM@alphanumeric.com)

**10. Document Change History**

Version No.		Date of Change	Revised By	Approved By	Description of Change
1.0		01OCT22		Ellyn Taylor, Global Director, Human Resources	Original Release
2.0		27APR23	Marisel Peralta, HR Manager Canada; Ellyn Taylor, Global Director, HR	Ellyn Taylor, Global Director Human Resources; Randy Trice, CEO	Added content and Program information



**Alphanumeric**  
MAKE YOUR MARK!