

VJDS International Inc. Diversity and Inclusion Policy

Effective Date: 20th March 2013

Approved By: Directors

Owned By: VJDS International Inc.

Updated: 17th November 2024

1. Purpose

At VJDS International Inc., we are committed to fostering a culture of diversity, equity, and inclusion (DEI) where all employees feel valued, respected, and empowered to reach their full potential. We believe that a diverse workforce is essential to our innovation, growth, and ability to serve our global customer base.

This Diversity and Inclusion Policy is designed to guide our efforts in promoting a workplace that embraces and celebrates differences, and where every individual has an equal opportunity to succeed.

2. Commitment to Diversity

We recognize that diversity encompasses a wide range of characteristics, including but not limited to:

- Race and ethnicity
- Gender identity and expression
- Sexual orientation
- Age
- Disability
- National origin
- Religion
- Socioeconomic background
- Educational background
- Marital and family status
- Political beliefs
- Military status
- Neurodiversity
- Other characteristics that make individuals unique

We are committed to creating a work environment that reflects and respects the diversity of the communities we serve.

3. Equal Opportunity Employment

We provide equal employment opportunities to all individuals and do not discriminate on the basis of any characteristic listed above or any other legally protected status. All employment decisions, including recruitment, hiring, promotions, compensation, benefits, training, and discipline, are made without regard to these factors.

We are committed to promoting an equitable workplace where employees can advance based on their merits, skills, and contributions.

4. Inclusive Workplace Culture

We aim to create a culture where all employees feel they belong. To achieve this, we:

- Encourage open dialogue and respect for diverse perspectives.
- Create a safe space for employees to express their ideas, experiences, and concerns.
- Provide training and resources to raise awareness of unconscious bias, microaggressions, and cultural competency.
- Support employee resource groups (ERGs) to offer a platform for community-building and advocacy.

5. Anti-Discrimination and Harassment

We have zero tolerance for discrimination, harassment, or any form of mistreatment based on an individual's background or identity. This includes:

- Racism
- Sexism
- Ageism
- Ableism
- Homophobia
- Religious discrimination
- Other forms of harassment or prejudice

Any employee who feels they have experienced discrimination or harassment is encouraged to report the incident to [HR Department/Designated Officer], and the company will investigate and take appropriate action.

6. Recruitment and Hiring Practices

We are committed to attracting, hiring, and retaining a diverse workforce. Our recruitment practices are designed to:

- Seek out diverse candidates through various channels, including partnerships with organizations that represent underrepresented communities.
- Avoid bias in hiring decisions by using structured interviews, diverse hiring panels, and blind recruitment practices where applicable.
- Ensure accessibility in our recruitment process for individuals with disabilities.

7. Training and Education

To support our commitment to diversity and inclusion, we will provide regular training on the following:

- Diversity, equity, and inclusion (DEI) principles
- Unconscious bias
- Anti-discrimination and anti-harassment policies
- Cultural competency
- Strategies for creating an inclusive workplace

Training will be mandatory for all employees, and we encourage continued professional development on these topics.

8. Support for Diverse Employees

We are dedicated to providing support to all employees, especially those from historically underrepresented or marginalized groups. This support may include:

- Flexible work arrangements and accommodations for employees with disabilities.

- Family-friendly policies that support work-life balance, including parental leave and childcare support.
- Mentorship and sponsorship programs designed to help employees from diverse backgrounds advance in their careers.
- Health and wellness programs that are inclusive and considerate of diverse needs.

9. Accountability and Reporting

We recognize that creating a diverse and inclusive workplace requires ongoing effort and accountability. To track our progress and hold ourselves accountable, we will:

- Regularly review our hiring, promotion, and retention practices to ensure they align with our diversity goals.
- Measure and report on the demographic composition of our workforce.
- Encourage feedback from employees on our diversity initiatives and make improvements as necessary.
- Annually assess the effectiveness of this policy and its implementation.

10. Leadership and Responsibility

Our leadership team is responsible for championing diversity and inclusion throughout the organization. They will lead by example, ensuring that diversity principles are integrated into decision-making processes and organizational strategies.

Managers and supervisors are expected to promote diversity, ensure inclusive practices within their teams, and address any issues that may arise.

11. Community Engagement

We are also committed to supporting diversity outside the organization. This includes:

- Partnering with community organizations that support underrepresented groups.
- Supporting initiatives that promote education, workforce development, and leadership opportunities for diverse communities.
- Engaging in philanthropic activities that foster equity and inclusion.

12. Confidentiality and Non-Retaliation

We understand that discussions surrounding diversity and inclusion can sometimes be sensitive. We encourage open communication but will ensure that any reports of discrimination or harassment are handled with confidentiality and sensitivity.

We also maintain a strict non-retaliation policy. Employees who report incidents of discrimination, harassment, or unfair treatment will not face retaliation or negative consequences for coming forward.

13. Conclusion

At VJDS International Inc., diversity is not just a policy; it is a core value that shapes who we are as an organization. We are committed to continually improving our efforts to foster an inclusive, respectful, and equitable environment for all employees.

This policy applies to all employees, contractors, and stakeholders associated with VJDS International Inc., and we encourage everyone to actively contribute to building a workplace that is welcoming to all.