

VJDS International Inc. Equal Opportunity Policy

Effective Date: 20th March 2013

Approved By: Directors

Owned By: VJDS International Inc.

Updated: 17th November 2024

1. Policy Statement

At VJDS International Inc., we are committed to providing a work environment that promotes equal opportunity for all employees and job applicants. We believe in creating a workplace where diversity is valued, individuals are treated with respect, and all employees have the opportunity to achieve their full potential without regard to their race, colour, national origin, gender, age, disability, sexual orientation, religion, or any other characteristic protected by law.

Our company is committed to:

- Ensuring fairness, respect, and dignity in the workplace.
- Providing equal access to training, promotions, and career advancement.
- Fostering a work environment that is free from discrimination, harassment, and retaliation.
- Encouraging diversity in our workforce to better serve our clients, customers, and the communities in which we operate.

2. Scope

This Equal Opportunity Policy applies to:

- All employees, including full-time, part-time, and temporary staff.
- Job applicants during the recruitment and selection process.
- Interns, volunteers, contractors, and other individuals engaged by VJDS International Inc..
- All aspects of employment, including recruitment, hiring, training, compensation, benefits, promotions, job assignments, discipline, terminations, and other employment-related decisions.

This policy is in accordance with relevant national, state, and local laws regarding equal employment opportunity (EEO), anti-discrimination, and anti-harassment.

3. Non-Discrimination

VJDS International Inc. prohibits discrimination or unfair treatment of any employee or job applicant based on:

- Race or ethnicity
- Colour
- National origin
- Gender or gender identity
- Sexual orientation
- Age
- Disability (physical or mental)
- Religious beliefs
- Marital status
- Pregnancy or maternity leave status
- Veteran status

- Genetic information
- Any other status protected by law

All employment decisions at VJDS International Inc., including hiring, promotions, salary, benefits, and termination, will be based on the individual's qualifications, experience, and job performance. We do not allow any discrimination based on the protected characteristics listed above.

4. Anti-Harassment

VJDS International Inc. is committed to providing a workplace that is free from harassment of any kind, including but not limited to:

- Sexual harassment
- Racial harassment
- Religious harassment
- Harassment based on gender, age, disability, or other protected characteristics

Harassment includes unwelcome conduct that creates an intimidating, hostile, or offensive work environment. Employees are expected to treat one another with dignity and respect at all times. This includes interactions in person, as well as online and in virtual workspaces.

Employees who experience or witness harassment should report it to their manager, Human Resources (HR), or any other designated personnel as outlined in the Company's Anti-Harassment Policy.

5. Reasonable Accommodation

In accordance with applicable laws, VJDS International Inc. will provide reasonable accommodations to employees and applicants with disabilities or religious beliefs, unless doing so would create an undue hardship on the company. Reasonable accommodations may include:

- Modifications to the work environment or job duties.
- Changes in work hours or schedules.
- Modifications of equipment or assistive technologies.
- Adjustments for religious practices.

Employees who need an accommodation are encouraged to contact Human Resources to discuss their specific needs. We will work with employees to find the most appropriate solutions to ensure they can perform their job duties effectively.

6. Recruitment and Hiring

VJDS International Inc. is committed to attracting, recruiting, and hiring a diverse workforce. We ensure that our recruitment and hiring practices are fair, consistent, and free from discrimination. Job descriptions, advertising, and recruitment materials will focus on the skills, qualifications, and experience required for the position, and will not exclude qualified candidates based on protected characteristics.

All applicants will be given equal consideration based on their qualifications, experience, and ability to perform the job requirements.

7. Training and Development

We are committed to providing employees with equal access to training and professional development opportunities. This includes leadership development, mentorship, job-related training, and career

advancement programs. Employees will have the opportunity to develop skills and advance within the organization based on their abilities and performance.

8. Promotions and Compensation

VJDS International Inc. ensures that promotions and compensation are based on an employee's job performance, qualifications, and contributions, and are not influenced by discrimination or bias. We are committed to:

- Providing equitable pay for equal work.
- Ensuring that promotional opportunities are available to all employees without discrimination.
- Regularly reviewing compensation structures to ensure fairness and equity.

9. Reporting and Complaint Procedures

If an employee believes they have been subjected to discrimination or harassment, or if they observe any conduct that violates this Equal Opportunity Policy, they are encouraged to report the issue as soon as possible. VJDS International Inc. provides a clear, confidential process for reporting complaints without fear of retaliation.

Employees may report concerns to:

- Their immediate supervisor or manager.
- The Human Resources (HR) department.
- An anonymous helpline (if applicable).

All complaints will be taken seriously and investigated promptly and thoroughly. VJDS International Inc. is committed to addressing any violation of this policy and taking corrective action as necessary.

10. Retaliation

VJDS International Inc. prohibits retaliation against any employee who files a complaint, participates in an investigation, or otherwise exercises their rights under this Equal Opportunity Policy. Retaliation includes any adverse action, such as firing, demotion, harassment, or discrimination, taken against an individual for engaging in protected activity.

Any employee who believes they have been retaliated against should report the matter immediately to Human Resources or another designated individual.

11. Policy Review and Accountability

VJDS International Inc. is dedicated to ensuring that this Equal Opportunity Policy is adhered to at all levels of the organization. We will review and update this policy as required to ensure compliance with applicable laws and best practices. Training and communication will be provided to employees at all levels to ensure understanding and commitment to this policy.

Employees are expected to uphold the principles outlined in this policy and foster an inclusive and respectful workplace.

12. Conclusion

VJDS International Inc. is dedicated to maintaining an equal opportunity workplace, where every individual is treated fairly and with respect. We encourage diversity and inclusion and strive to ensure that all employees have the opportunity to contribute to the success of the organization.

This Equal Opportunity Policy is a fundamental part of our commitment to a positive, inclusive work environment, and we expect all employees to uphold these principles.

