

## **Equal Opportunity Employer Policy**

### **1. Overview and Purpose**

Our equal opportunity employer policy reflects our commitment to ensure equality and promote diversity in the workplace. This equal employment opportunity policy is the pillar of a healthy and productive workplace. Everyone should feel supported and valued to work productively so we are invested in treating everyone with respect and consideration.

### **2. Scope**

This policy applies to all EFD employees (permanent, contract and temporary), contractors, consultants and all other workers in the company and its subsidiaries, including all personnel affiliated with third parties.

### **3. Policy**

3.1 Being an equal opportunity employer means that we provide the same opportunities for hiring, advancement and benefits to everyone without discriminating due to protected characteristics like:

- Age / Gender
- Sexual orientation
- Ethnicity/ Nationality
- Religion
- Disability

3.2 We built our equal employment opportunity policy around preventive and affirmative actions to ensure fairness in all aspects of employment. These aspects include:

- Hiring
- Training
- Evaluating performance
- Administering compensation and benefits
- Terminating Employees

3.3 We also want to make sure that equal opportunity applies to other instances. For example, we don't retaliate against employees and we are committed to prevent and resolve any kind of harassment against our employees.

3.4 All supervisors and managers are responsible to use equal opportunity practices and make decisions based on objective, non-discriminatory criteria. All employees must always comply with our policy. If you see or suspect that this policy is being violated, please inform HR immediately. If you suspect that someone is behaving in a wrong way but doesn't realize it, you could also talk to them directly.

3.5 The HR department is responsible for assessing our company's processes and ensuring they are bias-free. Whenever we find biases interfering, we will act immediately to refine our processes, train our people to combat their biases and protect possible victims of discrimination. We will give everyone the chance to work in an environment where they are respected.

3.6 Equal opportunity is for everyone, but it mainly concerns members of certain groups who may be disadvantaged in the workplace. We don't guarantee employment or promotions for people in those groups, but we will treat them fairly and avoid discriminating against them either via conscious or unconscious biases.

#### **4. Policy Compliance**

##### **4.1 Compliance Measurement**

The Group will verify compliance to this policy through various methods, including but not limited to business tool reports, internal and external audits, and feedback to the policy owner.

##### **4.2 Exceptions**

Any exception to the policy must be approved by the policy owner in advance.

##### **4.3 Non-Compliance**

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. We may take legal action in cases of any unlawful behavior.