



Diversity & Inclusion Policy

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1.1 Introduction

1.1.1 Purpose

- 1.1.1.1 Diversity and inclusion (D&I) generally encompass the policies, programs, and fostering of an inclusive environment that promotes the representation and active participation of diverse groups within an organization.
- 1.1.1.2 At Tanmiah Food Company, our commitment involves daily efforts to shape a company culture that revolves around an inclusive, productive, and ambitious workforce. We also strive to be an employer that values and recognizes each employee, empowering them to realize their professional potential.
- 1.1.1.3 Diversity: The attributes and qualities that distinguish individuals, including factors like age, gender, ability, culture, nationality, personality, education, and ethnicity.
- 1.1.1.4 Inclusion: Cultivating an environment where behaviors and social norms ensure people feel welcome and respected and are provided equitable access to resources and opportunities.

1.1.2 Scope

- 1.1.2.1 The policy is designed to strengthen diversity and inclusion throughout the workforce, outlining proactive measures to guarantee that every employee experiences fair treatment during both the recruitment and selection process and throughout their tenure with Tanmiah Food Company, thereby fostering a workplace free from discrimination. This policy is applicable to all entities under Tanmiah Food Company including its subsidiaries.
- 1.1.2.2 This policy applies to:
 - a) Employees: Ensure that employees of all generations, genders, abilities, and backgrounds are respected, accepted, and supported to carry out their responsibilities and realize their full potential.
 - b) Workplace: Ensure that the workplace is an inclusive environment which enables and promotes the aspirations and growth of all employees, regardless of their differences.

1.2 Policy Guidelines

1.2.1 Commitment

- 1.2.1.1 Diversity and inclusion initiatives at Tanmiah Food Company are applicable—but not limited—to the practices and policies on mobility, recruitment, and selection; compensation and benefits; professional development and training; employee promotions; social and recreational programs; employee separation; and the ongoing development of a work environment built on the premise of equity that ensures:
 - a) Diversity is recognized as a business interest, with all employees of the organization demonstrating responsibility and accountability towards it.
 - b) Communication is respectful between all employees regardless of their differences.
 - c) Insights and opinions from diverse groups are sought and welcomed.
 - d) Employees feel that their background and/or their individual characteristics do not affect perceptions of them as professionals, or affect their opportunities for development, progression and promotions.

- e) Flexible working practices are available where appropriate to remove disadvantages and discrimination to participation in work.
- f) The diversity of the workforce is visible at every level of the organization and in every business area.
- g) Employees are aware of their own unconscious and conscious bias and know how to ensure it does not manifest itself in the work environment.

1.2.2 Equal Opportunity:

- 1.2.2.1 Candidacy for employment, development, and advancement is based solely on the relevant qualities the candidate would bring to the job position such as the employee's knowledge, skill, abilities, and qualifications.
- 1.2.2.2 Equal opportunity extends to all aspects of the employment relationship, including but not limited to hiring, promotions, training, and development, working conditions, compensation, and benefits.

1.2.3 Discrimination, Harassment and Bullying at the Workplace

- 1.2.3.1 Discrimination is defined as verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by statute, or that of his or her relatives, friends or associates, and that:
 - a) Has the purpose or effect of creating an intimidating, hostile or offensive work environment,
 - b) Has the purpose or effect of unreasonably interfering with an individual's work performance, or
 - c) Otherwise adversely affects an individual's employment opportunities.
- 1.2.3.2 Harassing conduct includes but is not limited to:
 - a) Epithets, slurs or negative stereotyping.
 - b) Threatening, intimidating or hostile acts.
 - c) Denigrating jokes;
 - d) Written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail or phone (including voice messages), text messages, social networking sites or other means.
- 1.2.3.3 Workplace Bullying includes but is not limited to:
 - a) Verbal, Written or Electronic Bullying: slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; and abusive remarks
 - b) Gesture Bullying: non-verbal threatening gestures, glances which can convey threatening messages
 - c) Exclusion: socially or physically excluding or disregarding a person in work-related activities

1.2.4 Sexual Harassment

- 1.2.4.1 Sexual harassment includes, but is not limited to, unwelcome or unwanted sexual advances, requests for sexual favors, as well as other conduct of a sexual nature when:

- a) The submission to or rejection of such conduct is made a condition of the employee's continued employment, or used as the basis for any employment decisions affecting the employee; or
- b) The conduct, if unwelcome and severe or pervasive, creates an intimidating, hostile or offensive working environment, or unreasonably interferes with an employee's work environment.

1.2.5 Accommodation for People with Disabilities:

- 1.2.5.1 We foster an inclusive environment by removing barriers. Tanmiah Food Company offers accommodations such as assistive technologies and flexible work arrangements to enable employees with disabilities to perform effectively.
- 1.2.5.2 Regular reviews and updates of accommodation policies ensure compliance with laws. Training programs raise awareness, fostering a culture that values diversity and inclusion.

1.2.6 Channels for Reporting Discrimination and Harassment:

- 1.2.6.1 Tanmiah Food Company maintains a zero-tolerance policy for discrimination and harassment.
- 1.2.6.2 Employees are encouraged to report incidents promptly, with protection against retaliation guaranteed. Fair and impartial investigations, respecting privacy, will result in corrective measures for substantiated violations.
- 1.2.6.3 Periodic training sessions on discrimination and harassment prevention, coupled with regular reviews of reporting channels, contribute to a safe and respectful workplace culture.

1.2.7 Diversity & Inclusion Training:

- 1.2.7.1 Tanmiah Food Company provides comprehensive Diversity and Inclusion (D&I) training covering unconscious bias, cultural competence, and the benefits of diversity. Ongoing education is crucial for fostering an inclusive workplace.
- 1.2.7.2 Tanmiah Food Company evaluates and updates D&I training programs regularly. Assessments and employee feedback guide continuous improvements, including exploring external partnerships for enhanced training initiatives.