

# Diversity and Inclusion Policy

## POLICY OVERVIEW

Workhuman is committed to building and cultivating a culture of diversity and inclusion.

We understand that we have a particular responsibility to reflect the humanity of all persons at our company and in the communities that we serve. Therefore, racism or sexism of any kind is not tolerated at our company and such behavior is subject to immediate termination from the company.

## OUR COMMITMENT

As a company whose mission is bringing more humanity to the workplace, Workhuman believes that workforce diversity and inclusion are essential to our long-term growth and success. By valuing and embracing our individual differences at work, life experiences, and unique capabilities and approaches to innovation and self-expression, Workhuman can maximize the skills, knowledge, and abilities of all our employees while growing our employees' and customers' satisfaction. By recognizing and celebrating each employee's individual contributions toward our organizational objectives, Workhuman will achieve unparalleled performance and enhance our reputation as a great workplace.

Workhuman's core values encourage respect and recognition of the value that different perspectives and cultures bring to our company, as well as the value of working collaboratively in partnership with others to achieve our goals. We embrace our employees' varied identities and differences organizationally and individually, whether in gender, race or color, disability, ethnicity or national origin, sexual orientation, family or marital status, age, gender identity or expression, national origin, religious beliefs, socio-economic status, veteran status, and many other unique characteristics. We strive to ensure fair and respectful treatment, equal opportunities, and equal access for everyone.

Workhuman's commitment to diversity and inclusion is embedded throughout our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; performance management; social and recreational programs, Employee Resource Groups; and many other aspects of our business. Our workplace culture is designed to encourage:

- Respectful and open communication and cooperation between all employees, regardless of their role.
- Teamwork and employee participation involving representation from all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.
- Using the power of recognition moments to enable a chorus of gratitude for our employees' contributions and diverse perspectives, further strengthening our culture of inclusion.

## EMPLOYEE RESOURCE GROUPS

As part of our commitment to diversity and inclusion, Workhuman encourages and provides corporate resources to a number of Employee Resource Groups which create a safe, supportive environment for employees across genders, levels, departments, and physical locations to share their perspectives, encourage each other, and help develop each other's career interests. Our Employee Resource Groups seek to empower their members through training opportunities, mentoring, engagement with outside thought leaders, and teaming opportunities to help support local community organizations. We currently sponsor Employee Resource Groups focused on women in the workplace, working parents, and the LGBTQ+ community, with employee efforts to launch additional resource groups ongoing.

## EMPLOYEE RESPONSIBILITIES

All our employees have a responsibility to treat others with dignity and respect at all times. We expect our employees to exhibit conduct that reflects inclusion within the workplace, at work functions whether on- or off- site, and at all other company-sponsored and participative events. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge in fulfilling this responsibility.

## REPORTING AND DISCIPLINARY PROCEDURES

Workhuman takes our diversity and inclusion initiatives seriously, and any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action in accordance with our Disciplinary Policy, up to and including immediate termination.

Employees who believe they have been subjected to any kind of discrimination that conflicts with Workhuman's Diversity and Inclusion Policy or other policies are encouraged to contact their supervisor or a member of the Human Resources team.

Workhuman is strongly committed to preventing retaliation against any employee making a good faith report of actual or suspected violations of this Policy or relevant laws and regulations or participating in related disciplinary proceedings. Workhuman will respect employees' privacy and confidentiality as much as possible during any such proceedings.

## SUPPORTING POLICIES AND PROCEDURES

For additional guidance relating to Workhuman's commitment to equal opportunity and dignity in the workplace and procedures relating investigating and responding to suspected violations of this Policy, please refer to the following supporting policies and procedures:

- Workhuman Non-Discrimination and Anti-Harassment Policy (United States)
- Workhuman Non-Discrimination and Dignity at Work Policy (Ireland)
- Workhuman Disciplinary Policy