



## Diversity, Equity, and Inclusion Policy

Release Date: October 2023

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At Innotec, we believe the difference between being a good and a great company is more than just the ability to work harder than others. It's the values we demonstrate in our work – integrity, humility and trust.

We strive to demonstrate our **Vision and Values** to all we impact through our work at Innotec.

Be a company based on BIBLICAL PRINCIPLES.

Be WISE STEWARDS of our God given talents and resources to improve lives. Grow people, give generously, employ, and produce beneficial products.

Be a dynamic, winning CULTURE where we love to work.

TRUST (requires: integrity, caring, alignment, competence) is the foundation of all our relationships.

People must know that their welfare and growth are critical to us. Tell the unvarnished truth. Share information. Honor commitments. The customer should be able to give us their checkbook and know we would manage it profitably for us both. We enhance our supplier's success.

HUMILITY is a leadership trait. There are no big shots. We lead simple personal lives.

EMPOWERED ORGANIZATION. We move decisions closer to the point of execution [autonomy] AND believe in the power of Teamwork and advice ("we", not "they"). We grow our abilities and impact, but avoid the inflexibility and pride of "promotion" or "ladders." We have clear roles, responsibilities and accountability yet don't say "it's not my job."

### Winning Culture for All

At Innotec, we believe that a diverse, equitable, and inclusive workplace is a crucial component of our core values and is instrumental in achieving our business goals. We are committed to fostering a culture of where every employee feels valued, respected, and empowered to reach their full potential. This policy applies to all employees, contractors, vendors, and stakeholders of Innotec.

Our mission at Innotec is to create a dynamic culture where employees feel welcomed, valued, and comfortable sharing experiences and perspectives without judgement. We openly encourage our team to collaborate and share diverse perspectives to drive innovation.

Below are a few of the various policies that reinforce our commitment to our team.



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Innotec assures equal employment opportunity in its personnel practices. This includes equal treatment in its hiring selection, promotion, transfer, compensation, benefits, training, discipline and other personnel practices and terms or conditions of employment without regard to race, color, religion, sex, age, national origin, height, weight, marital status, genetics, veteran status or disability in accordance with all applicable federal, state and local laws and ordinances. We ensure that all employees are treated fairly and respectfully, regardless of background, identity, or position within the Company.

Annually our team collaborates and regularly reviews current policies, practices, and procedures to ensure they are equitable and inclusive. We collect and analyze data on employee demographics, compensation, promotions, and other relevant metrics to identify any disparities. Employees have equal access to opportunities for growth, development, and advancement within the organization.

Innotec is committed to providing all individuals with disabilities an equal opportunity to apply for jobs and to work in jobs for which they are qualified; an equal opportunity to be promoted once they are working; have equal access to benefits and privileges of employment that are offered to other employees; and are not harassed because of their disability. We are committed to following the requirements of the ADA and the Amended Americans with Disabilities Act of 2008. This includes providing reasonable accommodations for known physical or mental limitations of a qualified individual with a disability who is an applicant or a team member. Qualified team members with disabilities who believe they require a reasonable accommodation to perform their job should contact Human Resources at [People.Team@innotecgroup.com](mailto:People.Team@innotecgroup.com) to discuss available options. Please refer to the Anti-Harassment Policy for complete details.

If an employee feels that they have been subjected to or witnessed any such discrimination, harassment, unfair treatment, etc... employee should report it *immediately* to Human Resources at [People.Team@innotecgroup.com](mailto:People.Team@innotecgroup.com). All complaints reported will be investigated thoroughly and promptly and as confidentially as practicable. No employee will be retaliated against for making legitimate complaints. Should a coach, employee, or agent of the Company be found to have violated this policy, prompt and appropriate remedial action will be taken, up to and including termination. We prohibit any retaliation against any employee who, in good faith, has registered a complaint or who cooperates with an investigation. Employees can communicate openly with Human Resources regarding working conditions without fear of retaliation, intimidation, or harassment.

This policy will be reviewed annually to ensure it remains relevant and effective in achieving our DEI objectives. Feedback from employees, stakeholders, and external partners will be considered in any revisions to this policy. At Innotec, we are committed to building a diverse, equitable, and inclusive environment that drives our success and enhances our impact on the community. Together, we will work towards creating a more inclusive and equitable workplace for all.