



DIVERSITY, EQUITY AND INCLUSION POLICY AND PROCEDURES

DEHNCO Equipment & Supplies Co., Inc.

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1. Introduction

DEHNCO is committed to promoting diversity, equity, and inclusion because everyone's unique experiences, perspectives, and backgrounds help our organization to better adapt to and innovate in a changing world; therefore, diversity, equity, and inclusion are crucial to our success and growth.

2. Diversity Equity and Inclusion Policy Statement

DEHNCO incorporates DEI principles into its operations, including recruitment, hiring, career development, training, promotion, and workplace culture. We expect to build an organization that better serves all our stakeholders by embracing diversity, promoting equity, and fostering inclusion.

3. Purpose

DEHNCO has created this policy to ensure a work environment where everyone feels respected, valued, and included regardless of background.

1. **Promote Representation:** Strive to increase the presence of underrepresented groups across all levels of the organization.
2. **Foster an Inclusive Culture:** Build a workplace that values collaboration, flexibility, and fairness.
3. **Provide Equal Opportunities:** Guarantee fair access to professional development, promotions, and employee rewards.
4. **Combat Discrimination and Bias** in the workplace by Taking proactive steps to prevent and address it.

4. Applicability

This policy applies to everyone we interact with, including our staff, suppliers, customers, and the community.

5. Diversity, Equity, and Inclusion Goals

- **Diversity, Equity, and Inclusion Plan**
 - **Quantitative Goal:**
 - Provide annual DEI training and ensure at least 80% of employees complete the program by 2026
 - Increase the percentage of employees from underrepresented groups by 5% in 2027.
 - **Qualitative Goal:**
 - Create an environment where employees feel valued, respected, and empowered to share their perspectives and experiences.
 - Ensure leaders actively promote and model inclusive behaviors through mentorship and team engagement.

6. Definitions

Diversity. - Race, gender, ethnicity, nationality, religion, sexual identity, familial status, age, disability, and socio-economic background are considered.

Equity. - Ensures everyone can contribute, develop, and grow, regardless of historical, structural, legislative, racial, or socio-economic disparities.

Inclusion. - Valuing, respecting, and actively encouraging every individual's full participation in the activities and leadership of the company.

7. Principles

A. EQUAL OPPORTUNITY AT WORK

DEHNCO provides equal employment opportunities to all employees and applicants, regardless of race, religion, color, sex, genetic information, sexual orientation, gender identity, national origin, citizenship status, uniformed service member status, age, disability, pregnancy, childbirth, or related medical conditions, or any other protected status under applicable federal, state, and local laws.

This policy covers all aspects of employment, including recruiting, hiring, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

B. INCLUSIVE CULTURE

DEHNCO aims to cultivate a workplace culture that embraces diversity and fosters inclusion, providing an environment where individuals feel empowered to share their unique perspectives and talents.

C. NON-DISCRIMINATION

Discrimination based on race, color, sex, sexual orientation, religion, gender identity, national origin, age, disability, or any other protected status is strictly prohibited. Any violation of this policy will lead to disciplinary action, up to and including immediate termination.

DEHNCO is committed to a culture where all employees are treated with dignity and respect. This non-discriminatory policy applies to all aspects of employment, including advertising, recruitment, selection, promotion, training, transfers, compensation, disciplinary actions, and employee termination.

D. PAY EQUITY

DEHNCO adheres to all local pay equity legislation applicable to where the employee works.

Pay equity ensures that individuals receive equal compensation for work of equal or comparable value regardless of gender. It ensures that compensation is based on skills, experience, responsibilities, and performance rather than gender-related biases or systemic inequalities. Achieving gender pay equity involves identifying and addressing pay gaps, ensuring transparent and fair salary structures, and promoting equal opportunities for career advancement and compensation growth.

Pay equity involves comparing jobs to ensure that if a job class predominantly held by women is equal or comparable in value to a job class predominantly held by men, both must receive equal pay.

8. Employee Role in Diversity, Equity, and Inclusion

DEHNCO fosters a workplace culture that celebrates diversity, promotes inclusion, and empowers individuals to share their viewpoints and talents. When interacting with others, please:

- Treat everyone with respect and professionalism, and support diversity in the workplace.
- Avoid making comments, jokes, or sharing materials that others might find offensive.
- Refrain from discriminating against others based on any legally protected characteristic.
- Ensure your decisions are based on objective and measurable standards and business considerations.
- Report any incidents of discrimination, harassment, or intimidation that you witness.

9. Accessibility and Reasonable Accommodation Procedure

DEHNCO is committed to providing an accessible workplace for everyone, including individuals with disabilities, per the Americans with Disabilities Act of 1990 (ADA).

A qualified employee with a disability may be entitled, upon request, to a reasonable accommodation that enables them to perform the essential functions of the job unless it would pose an undue hardship to DEHNCO and/or poses a direct threat to the health and safety of others in the workplace and/or to the individual.

When aware of a need for accommodation, Human Resources will engage in an interactive process to determine reasonable accommodations that enable the employee to perform the essential functions of their role. This evaluation considers factors such as effectiveness, cost, and operational impact. DEHNCO may require the employee to provide certification in connection with a request for reasonable accommodation.

Accommodation may include (but not be limited to) job duties or schedule modification and/or granting a leave of absence. If an employee requires an accommodation to perform the essential functions of your

job, you must notify Human Resources. When an employee requests reasonable accommodation, the company will explore the possible means of providing reasonable accommodation to the employee.

If an employee believes they have been treated differently than under these policies, they must notify DEHNCO immediately by speaking to Human Resources. DEHNCO takes all complaints of discrimination seriously. Employees are encouraged to utilize this procedure without fear of reprisal.

10. Supplier Diversity Policy

DEHNCO Is committed to fostering opportunities within our supply chain for businesses owned by women, minorities, and other historically disadvantaged groups. We aim to achieve this goal by partnering with advocacy organizations to identify capable enterprises and support them in cultivating enduring partnerships. This diverse supplier initiative enriches our supplier base and aligns with our broader goal of promoting diversity, equity, and inclusion in all aspects of our operations.

DEHNCO considers a diverse supplier those considered to be 51% or more owned or operated by individuals from the following categories:

- Woman-owned business
- indigenous-owned business
- Visible minority-owned business
- Lesbian, Gay, Bisexual, Transgender, Queer, Two-spirit (LGBTQ2+)-owned business
- Disability-owned business
- Small business enterprise

11. Training and Education

DEHNCO offers comprehensive online training to enhance employees' understanding of diversity, equity, and inclusion.

12. Document Reviews and update

DEHNCO will review and revise this policy annually to ensure its effectiveness and relevance.