

Intellias Ethics Committee

# DIVERSITY RECRUITMENT AND HIRING

POLICY

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## 1 INTRODUCTION

Intellias is a company created by people, for people. We foster a culture of partnership, caring, and respect. We will never back down on that no matter how fast we grow. We are sincerely committed to making everyone feel welcome, connected, and heard. This is the environment in which Intellias tech solutions are born.

We embrace and encourage the diversity among our employees and/or other Associated Persons, including age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, race, religion, sexual orientation, socio-economic status, and other characteristics that make our employees and/or other Associated Persons unique.

This Diversity Recruitment and Hiring Policy (“Policy”) must be read in conjunction with other organizational documents, such as:

- Intellias Code of Conduct
- Anti-Harassment Policy
- Equal Opportunity and Gender Equality Policy
- Family-Friendly Parenthood Policy
- Diversity Recruitment and Hiring Policy
- Veteran Support Policy

Other related documents that Intellias may adopt in the future

## 2 DOCUMENT PURPOSE

Intellias is dedicated to upholding ethical standards and maintaining integrity in all of its business dealings and relationships. This Policy aims to communicate the company's attitude and commitment toward diversity and equal opportunities throughout all stages of the recruitment process at the workplace to its specialists and stakeholders.

Intellias will not knowingly enter a partnership or conduct business with any individual or organization that either exposes people to abuse and exploitation; or tolerates discrimination, harsh or inhumane treatment toward its employees or agents.

## 3 DOCUMENT SCOPE

This Policy applies to all persons associated with Intellias, such as those performing services for or on behalf of Intellias in any capacity, including directors, officers, employees at all levels, agents, subsidiaries, consultants, subcontractors, and company business partners, whether an individual or an incorporated or unincorporated body (“Associated Persons”). All parties associated with our organization must adhere to this Policy.

### 3.1 Commitment

Promoting diversity in the recruitment process has become a key focus for Intellias. Supporting the diversity of our employees and/or other Associated Persons aligns with our vision for business development.

Intellias is committed to:

- Informing all parties about this Policy.
- Being an equal opportunity employer, guided by principles of respect, inclusion, and diversity, maintaining comfortable and safe workplace conditions where every employee and/or other Associated Person can develop professionally in an ethical work environment.
- Opposing and avoiding all types of discrimination.
- Ensuring diversity in hiring based on equal rights for all candidates, regardless of sex and gender identity, skin color, religion, sexual orientation, age, or language of communication.
- Following the diversity principles and relevant employment legislation in our marketing and advertising materials, job postings, website, and annual report.
- Improving internal and external branding to attract talent, diversify our workforce, and expand our talent pool.
- Taking proactive actions in response to the Policy misconduct.

This commitment implies:

- Establishing our diversity brand and conducting marketing activities for talents with all backgrounds.
- Auditing and updating advertisements to target a diverse audience.
- Using inclusive language in communications with the Talent Development team and candidates, or market communications, targeting sources where diverse candidates congregate, such as an internal database, Jira, AmazingHiring, LinkedIn, etc.
- Educating the Talent and Development team to work with target sources where candidates from all backgrounds and experiences congregate.
- Setting targets for recruiting diverse talent and measuring diversity in hiring efforts based on business location needs by the diverse hiring working group.
- Conducting training sessions on unconscious bias in recruitment for our Talent and Development team and hiring managers.
- Offering workplace policies that are more appealing to diverse candidates, such as flexible working arrangements, remote work options, or flexible hours.
- Establishing and promoting procedures and tools that guarantee merit-based recruitment processes with minimized biases.

## 4 COMMUNICATION AND TRAINING

Intellias organizes periodic training for its employees and/or other Associated Persons to familiarize them with the requirements of Intellias Code of Conduct and this Policy. Also, when considered relevant, Intellias may provide other written, visual, or oral communication to declare its zero-tolerance approach to any form of discrimination and describe its standards and procedures.

## 5 COMPLAINTS PROCESSING

Any person who believes that they have been subjected to discrimination, or have witnessed a violation of this Policy, should report the issue by sending an email to the company's **Ethics Committee** or submitting this **anonymous form**.

The Committee holds a meeting to address an incident no later than three business days after the request is submitted. If necessary, the Committee collects additional information, schedules meetings with the parties involved, and as a result, makes a decision based on the Intellias values.

It is important for Intellias to ensure that no kind of discrimination is tolerated. If you have thoughts, ideas, and suggestions for improving our policies or projects, please share them with the **CSR Team**.

## 6 CONSEQUENCES OF NON-COMPLIANCE

Compliance with this Policy is essential for maintaining the trust and integrity at Intellias. Any person who breaches this Policy will face disciplinary actions, including but not limited to counseling, reassignment, suspension, termination, or legal consequences, as deemed appropriate based on the circumstances.

## 7 POLICY REVIEW AND MONITORING

Intellias shall regularly monitor the effectiveness of this Policy and review how it is implemented.

The Policy is to be reviewed:

- In conjunction with any change in the laws affecting the procedures provided for in this Policy
- In the event a significant breach of this Policy is discovered
- On a yearly basis.

## 8 REFERENCES

- **Intellias Code of Conduct**
- **International bills of human rights**

**UN Guiding Principles on Business and Human Rights**