

Intellias Ethics Committee

FAMILY-FRIENDLY

POLICY

TABLE OF CONTENTS

1	Introduction	3
2	Document purpose	3
3	Document scope	3
	3.1 Commitment	3
4	Communication and training	4
5	Complaints processing	4
6	Consequences of non-compliance	4
7	Policy review and monitoring	4
8	References	5

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.

This Gender Equality and Equal Opportunity Policy (“Policy”) must be read in conjunction with other organizational documents, such as:

- Intellias Code of Conduct
- Equal Opportunity and Gender Equality Policy
- Anti-Harassment 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 a family-friendly 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 of its employees or agents.

3 DOCUMENT SCOPE

This Policy applies to all Intellias employees and individual contractors.

3.1 Commitment

Intellias is committed to:

- Ensuring that all relevant parties are informed about this Policy.
- Being an equal opportunity employer, guided by principles of respect, inclusion, and diversity.
- Maintaining comfortable and safe workplace conditions where every specialist can develop professionally in an ethical work environment.
- Promoting gender equality and women’s empowerment both within the company and externally.
- Supporting equal employment opportunity and women empowerment programs.
- Opposing and avoiding discrimination in all its forms.
- Taking proactive actions in response to this Policy misconduct

This commitment implies:

- Consulting with external and internal stakeholders, experts, and professional organizations.
- Organizing educational trainings and events on non-discrimination, gender equality, inclusion, and diversity for the company's management and specialists.
- Maintaining kids' rooms at Intellias offices.

- Providing baby boxes to specialists who have newborns.
- Ensuring flexible schedules for specialists if such schedule is compatible with the job description or work arrangement.

Offering support such as mentorship for specialists returning to work after parental leave.

- Providing IntelliFamily services.
- Improving benefits and conditions for specialists with children.

4 COMMUNICATION AND TRAINING

Intellias organizes periodic training for its employees and/or other specialists 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 family-friendly approach 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.

All issues are treated confidentially to the extent possible. Intellias guarantees that such a request will be considered and will not have any negative consequences for the employee and/or other Associated Person who filed the complaint.

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. Commitments defined by this Policy are expected to be upheld by all employees and/or other specialists. 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