



July 01, 2024

POLICY STATEMENT REGARDING:

Workplace Diversity, Equity, and Inclusion

1 PURPOSE

1.1 BioSpectra, Inc. is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well. We embrace and encourage our employees' differences and characteristics that make our employees unique.

2 SCOPE

2.1 This policy pertains to all full-time and part-time employees working within BioSpectra facilities.

2.2 This policy is referenced within the BioSpectra Employee Handbook: Section 1- Diversity.

3 IMPLEMENTATIONS

3.1 BioSpectra's diversity initiatives are applicable—but not limited to; our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity.

3.2 Varying diversity and inclusion efforts encouraged by BioSpectra include the following:

3.2.1 Respectful communication and cooperation between all employees.

3.2.2 Teamwork and employee participation, permitting the representation of all groups and employee perspectives.

3.2.3 Work/life balance through flexible work schedules to accommodate employees' varying needs.

3.2.4 Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.



4 RESPONSIBILITIES

4.1 All employees of BioSpectra have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company sponsored and participative events.

4.2 All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

4.3 Any concerns or suspicions regarding potential violations of this policy should be reported immediately to Director of HR, the President of BioSpectra, Officer of BioSpectra, any Divisional VP or Director or use of BioSpectra Inc. confidential and anonymous “Whistle Blower” program. Further information regarding this can be found in Employee Handbook, Section 1: Diversity.

5 COMPLIANCE

5.1 Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action. Employees who believe they have been subjected to any kind of discrimination that conflicts with the company’s diversity policy and initiatives should seek assistance from a supervisor or an HR representative.

5.2 Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or contractual relationship, in addition to legal consequences where applicable.

6 CONTINUOUS IMPROVEMENT

6.1 We will continuously review and improve our policies, practices, and procedures related to workplace diversity, equity, and inclusion practices to ensure alignment with internationally recognized principles and best practices.



7 POLICY REVIEW

7.1 This policy will be reviewed annually or as needed to ensure its effectiveness and relevance.

Policy Approval: Authorized person name: Paul DiMarco - Title: Sr. Vice President

A handwritten signature in black ink that reads "Paul DiMarco".

**Paul DiMarco | Senior Vice President
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