

## **INFOTECH SERVICE FZ-LLC Inclusion Policy - June 2024**

### **Introduction**

At INFOTECH SERVICE FZ-LLC, we are deeply committed to fostering an inclusive environment that reflects the core values of our organization. These values, which shape our corporate culture and drive success, are:

- **Trusted**
- **Responsible**
- **Ambitious & Humble**
- **Open & Inclusive**

The value of being “Open and Inclusive” is pivotal for ensuring that everyone within the organization can contribute to their full potential, experience a sense of belonging, and thrive professionally. Achieving and maintaining this inclusive culture is crucial to upholding the respect and protection of internationally proclaimed human rights, as outlined in our Human Rights and Labor Policy.

### **Our Inclusion Commitments**

#### **Supporting and Promoting Inclusion**

At INFOTECH SERVICE FZ-LLC, we unequivocally support and promote inclusion across all facets of the organization. We expect all employees to actively embody the “Open & Inclusive” value by:

- Respecting and valuing individual differences.
- Recognizing and celebrating both individual and collective achievements.
- Encouraging and fostering diverse thinking.
- Applying the diverse experiences, backgrounds, and perspectives of others.
- Building and nurturing a diverse workforce.

Managers are expected to be role models by exemplifying these inclusive behaviors, actively fostering an environment where diversity thrives.

#### **Zero Tolerance for Discrimination**

We enforce a **zero-tolerance policy** for discrimination of any kind based on:

- Ethnicity
- Race
- Color
- Age
- Visible differences
- Heritage and ancestry

- Place of origin
- Socioeconomic status
- Gender, gender identity, and gender expression
- Sexual orientation
- Marital and family status
- Medical condition (including pregnancy and breastfeeding)
- Disability
- Political opinion
- Religion
- Any other legally protected status

If discrimination or harassment is proven, disciplinary actions will be taken, which may include termination of employment. For more details, please refer to our Anti-Harassment Policy.

#### **Inclusion in Recruitment and Development**

INFOTECH SERVICE FZ-LLC ensures that all recruitment, assessment, and promotion processes are based on objective criteria such as business needs, qualifications, experience, and performance. We commit to not use any identity markers listed above to discriminate against individuals during these processes.

#### **Inclusion in Compensation**

We ensure that our compensation practices are fair, competitive, and based on performance without regard to any identity markers.

#### **Supplier and Partner Expectations**

We expect our suppliers, subcontractors, and partners to adhere to this policy and uphold diversity and inclusion in their operations. We will reconsider relationships with any clients, governments, or communities that do not align with our diversity and inclusion principles.

#### **Reporting and Whistleblowing Policy**

We encourage employees to “speak out” about any violations of this policy or our Code of Ethics. An external alert line is available for reporting concerns anonymously. Employees are protected from retaliation unless the report is found to have been made with malicious intent.

Reports from external stakeholders such as customers, communities, or suppliers will also be investigated with confidentiality as required by applicable laws.

This policy forms part of our broader commitment to creating an inclusive, diverse, and respectful workplace at INFOTECH SERVICE FZ-LLC.