

# Diversity and Equal Opportunities Policies Handbook

*"Building an Inclusive, Equitable, and Respectful Workplace for All"*



**Satwic Inc.**

**177 E Colorado Blvd, Suite 200, Pasadena, CA 91105**

**(818)230-2181**

**November 2024**

## Contents

1. Equal Employment Opportunity (EEO) Policy .....	3
Responsibilities of Employees: .....	3
2. Anti-Discrimination and Anti-Harassment Policy.....	3
3. Diversity & Inclusion Policy.....	4
Commitment Areas: .....	4
4. Affirmative Action Policy .....	4
5. Reasonable Accommodation Policy.....	5
6. Workplace Harassment and Violence Prevention Policy .....	5
7. Recruitment and Hiring Policy .....	6
8. Flexible Work Policy .....	6
9. Supplier Diversity Policy.....	6

## 1. Equal Employment Opportunity (EEO) Policy

### **Objective:**

To promote fair and equal treatment of all employees and applicants throughout the employment lifecycle, ensuring that opportunities are based solely on individual merit and qualifications.

### **Policy Content:**

Satwic adheres strictly to the principles of equal employment opportunity. We are committed to ensuring a work environment that is free from discrimination and harassment on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status, or any other characteristic protected by law. All decisions related to hiring, promotion, compensation, and other aspects of employment must be made based on merit, job-related qualifications, and business needs. Any employee or applicant who believes they have experienced discrimination should report it promptly, without fear of retaliation.

### **Responsibilities of Employees:**

**Respect and Collaboration:** Treat colleagues, customers, and other stakeholders with respect and foster a spirit of teamwork and collaboration. This includes actively listening to different perspectives and showing appreciation for diverse backgrounds.

**Avoid Discriminatory Behaviour:** Abstain from all forms of discriminatory language, jokes, gestures, or conduct that may be offensive or harmful to others.

**Report Violations:** Promptly report any incidents of discrimination, harassment, or policy violations to a supervisor or HR representative. Reports can be made anonymously if preferred.

**Participate in Training:** Engage fully in mandatory diversity, equity, and anti-discrimination training sessions to enhance understanding and awareness of workplace inclusivity.

## 2. Anti-Discrimination and Anti-Harassment Policy

### **Objective:**

To prevent discrimination and harassment, ensuring that all employees can work in a respectful and supportive environment.

### **Policy Content:**

Satwic prohibits discrimination, harassment, and any form of retaliation based on race, sex, national origin, age, disability, religion, sexual orientation, or other legally protected statuses. Harassment can take many forms, including verbal, physical, or visual acts

that demean or intimidate. All employees must conduct themselves professionally, and those found to be engaging in prohibited conduct will face disciplinary action. Employees should report any incidents promptly, and all reports will be handled with sensitivity and confidentiality.

**Types of Harassment Covered:**

- **Verbal Harassment:** Offensive language, jokes, slurs.
- **Physical Harassment:** Unwanted touching or threatening behavior.
- **Visual Harassment:** Offensive images, posters, or emails.

**Reporting Mechanism:**

Reports can be made to HR and supervisors.

### 3. Diversity & Inclusion Policy

**Objective:**

To cultivate a diverse and inclusive workplace where all employees are valued and able to contribute fully.

**Policy Content:**

Diversity and inclusion are integral to Satwic’s success. We celebrate and embrace differences in backgrounds, cultures, and perspectives. We aim to create a workplace that values diverse talents and perspectives, fosters collaboration, and ensures equitable opportunities. Initiatives such as diversity training, leadership development for underrepresented groups, and inclusive hiring practices are employed to ensure these values are upheld.

**Commitment Areas:**

- **Recruitment and Hiring Practices:** Ensuring diverse candidate pools and inclusive interview processes.
- **Employee Development:** Providing mentorship, training, and leadership programs.
- **Inclusive Culture Initiatives:** Supporting Employee Resource Groups (ERGs) and celebrating diversity-themed events.

### 4. Affirmative Action Policy

**Objective:**

To proactively promote opportunities for underrepresented and historically disadvantaged groups.

**Policy Content:**

Satwic implements affirmative action initiatives to identify and eliminate barriers for historically disadvantaged groups, ensuring fair and equitable treatment. Our affirmative action plans are periodically reviewed to ensure compliance and effectiveness. We make intentional efforts to recruit, retain, and promote qualified individuals from diverse backgrounds to enhance workforce diversity and equity.

**Key Actions:**

- Identifying goals to improve representation.
- Regularly assessing progress and updating plans.
- Providing outreach and support programs.

## 5. Reasonable Accommodation Policy

**Objective:**

To ensure that individuals with disabilities or religious needs receive necessary accommodations to perform their job functions.

**Policy Content:**

Satwic will make reasonable accommodations for employees or applicants with disabilities, as well as for religious observances, unless such accommodations would cause undue hardship on the business. Employees seeking an accommodation should notify their supervisor or HR. Each request will be evaluated on a case-by-case basis, considering job requirements, business needs, and legal standards.

## 6. Workplace Harassment and Violence Prevention Policy

**Objective:**

To maintain a safe and respectful workplace, free from violence, threats, and harassment.

**Policy Content:**

Satwic has zero tolerance for harassment, bullying, threats, or acts of violence. Any incidents should be reported immediately to management or HR. Prompt and thorough investigations will be conducted, and disciplinary action will be taken as needed to protect the safety and dignity of all employees.

**Scope:**

- **Physical Threats or Acts of Violence:** Assault, threats, or intimidating behavior.
- **Harassment:** Verbal, non-verbal, or physical acts that demean, offend, or intimidate.

## 7. Recruitment and Hiring Policy

**Objective:**

To ensure fair, inclusive, and unbiased hiring practices.

**Policy Content:**

Satwic is committed to recruiting and hiring practices that reflect our diversity and inclusion values. All job postings will use inclusive language, and hiring panels will be diverse to minimize unconscious bias. Candidates will be assessed solely based on job-related criteria and qualifications.

## 8. Flexible Work Policy

**Objective:**

To support work-life balance and accommodate diverse needs.

**Policy Content:**

Flexible work arrangements, including remote work and flexible hours, may be available depending on job roles and business needs. Employees should submit requests through their supervisor for evaluation. Flexibility aims to promote productivity, engagement, and balance.

## 9. Supplier Diversity Policy

**Objective:**

To promote economic opportunity by engaging diverse suppliers.

**Policy Content:**

Satwic actively seeks partnerships with diverse suppliers, including minority-owned, women-owned, and veteran-owned businesses. Our procurement process ensures fair treatment and opportunities for diverse suppliers, reflecting our commitment to diversity beyond our workforce.