



Science • Sustainability • Social Impact

An ISO 9001-2015 Company

DIVERSITY & INCLUSION POLICY

1) PURPOSE

Banka BioLoo Limited (“Company”) is committed to the cause of promoting diversity and inclusion within the organization, and in larger communities who we partner with. Our objective is to achieve gender parity, across all levels, starting from our Board. A diversity policy shall help us define, strategize, plan and implement the essential roadmap, guidance and measurement towards bridging the gaps, as we work on different facets that have a bearing on achieving diversity goals.

2) DEFINITION

- a) Diversity is the collective mix of differences and similarities that includes individual and organizational characteristics, values, beliefs, experiences, backgrounds, preferences, and behaviours. We honour and value diversity because it strengthens the Company and fosters innovation and creativity, which improves performance. A diverse work environment enhances inclusivity and the feeling of belonging of our staff.
- b) Equity reflects our commitment to providing consistent and systematic fair and impartial treatment for all employees. We commit to challenging biases that limit equity within our Company, and ensuring that all employees are educated about the resources available to them in support of their goals and success.
- c) Inclusion is the achievement of a work environment, in which all individuals are treated fairly and respectfully, have equal access to opportunities and resources, and can contribute fully to the organization’s success. Without inclusive practices, a diverse environment cannot be achieved.
- d) Belonging refers to the employees’ sense that they are welcomed, accepted, valued, and empowered for their diverse backgrounds and experiences. An inclusive work environment helps foster a sense of belonging.

3) SCOPE

This policy provides a framework for new and existing diversity, equity, and inclusion related initiatives and policies in the Company.

This policy applies to Board members, officers, employees, agents, contractors, sub-contractors, and partners of the Company. It covers all aspects of employment, including, but not limited to, recruitment, hiring, job assignment, promotion, employee benefits, conditions of employment, remuneration, transfer, discipline, training, work environment, and termination of employment.

4) APPROACH TO DIVERSITY, EQUITY AND INCLUSION

Our Company believes that when our employees reflect the diversity of the communities in which we work, the Company gains a better understanding of our clients' needs. Our Company is committed to diversity, equity, and inclusion by increasing our focus on recruiting and retaining employees from diverse backgrounds, creating additional awareness of diversity issues and benefits, fostering a more supportive environment, where inclusivity is expected and prioritized, and embedding accountability for diversity throughout the organization.

Our diversity, equity, and inclusion practices support our core principles:

- **Service:** Our Company puts our clients first, understanding their needs and delivering smart, cost-effective solutions that meet those needs.
- **Value:** We develop and implement real-world solutions that are cost-effective, efficient, and practical.
- **Excellence:** Our Company brings superior technical capability, disciplined project management, and excellence in safety and quality to all our work.
- **Opportunity:** Our people are our number one asset. Our workforce is diverse and includes leading experts in our fields. Our entrepreneurial nature and commitment to success provide challenges and opportunities for all our associates.

The Company undertakes various diversity, equity, and inclusion efforts throughout our operations. Our current efforts are focused in the following areas:

- **Safe work environment:** We provide training to all employees to improve their understanding of behaviours that can be perceived as discriminatory, exclusionary, and/or harassing and provide safe avenues for employees to report such behaviours. We implement best practices and comply with local regulatory requirements. Our people understand acceptable workplace behaviours, as covered in our Code of Conduct.

- **Employment opportunity:** The Company ensures our practices and processes attract a diverse range of candidates, and that candidates are recruited, hired, assigned, developed, and promoted based on merit and their alignment to our values.
- **Learning and development opportunities:** To support our employees in reaching their full potential, the Company offers a wide range of internal and external learning and development opportunities. Education assistance is offered to financially support those employees who seek to expand their knowledge and skill base.

5) RESPONSIBILITIES, REVIEW, AND REPORTING

The Board of Directors of the Company provides oversight, and reviews and approves the diversity, equity, and inclusion objectives across the enterprise. The Board and management team review progress towards achieving gender and cultural diversity, annually. The Company has established a Diversity, Equity & Inclusion Council, which includes representatives from our business groups, operational divisions, and corporate departments, including human resources, business development, and communications.

The Company's Diversity, Equity & Inclusion Council reports directly to the Managing Director, and monitors the company's diversity, equity, and inclusion practices and makes recommendations to the MD for any changes or improvements to the program. The council reflects the diversity and values of our employees, and includes representatives from operations across the company and corporate departments.

The Company's corporate Human Resources Department collects and monitors relevant indicators of the company's progress on diversity, equity, and inclusion issues; reviews this and related policies, annually; and provides information, advice, and assistance to managers and employees on diversity, equity, and inclusion issues.

6) SUPPORTING POLICIES AND PROGRAMS

- Employee Code of Conduct
- Corporate Code of Conduct
- Equal Employment Opportunity
- Leave Policies
- Vendor selection and small business mentorship programs