

# DIVERSITY POLICY

Human Active Technology is committed to fostering, cultivating and preserving a culture of diversity and inclusion. Our HAT family 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 achievement as well. HAT'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, termination and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexibility to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.

All employees of HAT 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. . 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. See also our Anti-Discrimination/Anti-Harassment Policy.

## **Hiring | EEO**

HAT is an Equal Opportunity Employer. This means that we will extend equal opportunity to all individuals without regard for race, creed, religion, color, sex, national or ethnic origin, age, disability, gender identity, sexual orientation, genetics, veteran status or any other characteristic protected by applicable local, state or federal law. This policy affirms Innovative's commitment to the principles of fair employment and the elimination of all vestiges of discriminatory practices that might exist.

## **Anti-Discrimination | Anti-Harassment Policy**

It is the policy of HAT that all employees have the right to work in an environment free from discrimination, intimidation, hostility and harassment. Under no circumstances will the Company tolerate any form of discrimination or harassment, which includes, but is not limited to behavior or remarks, demands for sexual favors, or behavior that creates a hostile or intimidating atmosphere, because of an individual's sex, gender identity, genetics, sexual orientation, race, color, national origin, age, creed, veteran status, religion, disability or any other protected characteristic or status.

While all unlawful discrimination and harassment is prohibited, sexual and/or gender harassment is sometimes less easily understood. For that reason, they are discussed specifically below. Note that all categories of unlawful discrimination and harassment will be dealt with following the same procedures that are set forth below under "Reporting Procedures for Complaints of Harassment."

## **Sexual and/or Gender Harassment Policy**

No person, including any manager/supervisor, shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the terms or conditions of that individual's employment or career development.

Other sexually and/or gender based harassing conduct in the workplace, whether committed by manager/supervisor or non-supervisory personnel, is also strictly prohibited. Such prohibited conduct includes, but is not limited to: offensive sexual flirtations, advances or propositions; verbal abuse of a sexual nature; verbal comments or gestures about an individual's body; sexually degrading words used to describe an individual; the display of sexually suggestive objects or pictures, or any other conduct that creates a hostile environment because of an employee's gender.

Moreover, HAT will not tolerate any client, guest or visitor engaging in the conduct described above, and appropriate remedial measures will be taken to end any such harassment by a non-employee when the Company learns of the conduct.

## **Reporting Procedure for Complaints of Discrimination or Harassment**

If an employee of HAT feels that they are being, or have been, subjected to discriminating or harassing behavior, they should promptly report such conduct to their immediate supervisor. If for any reason, they are not comfortable notifying their immediate supervisor, they should immediately report the matter to any other Manager or Human Resources.

Once HAT becomes aware of conduct that might violate this Policy, it will conduct an investigation and take appropriate remedial action. All investigations will be conducted in a manner designed to protect, to the extent possible, the confidentiality of all parties involved.

No employee will be retaliated against on the basis of having asserted a good faith complaint of discrimination or harassment pursuant to this policy or having participated in good faith in the Company's investigation of a complaint. An employee who believes they have been retaliated against should report that in accordance with this policy. For purposes of this policy, "good faith" means providing information you believe to be true, even if it turns out to have been mistaken.