

## Equity, Equality, and Inclusion Policy

### 1. Introduction

Amber-RTM is committed to fostering a workplace culture that promotes equity, equality, and inclusion for all employees, contractors, clients, and stakeholders. We recognize the value of diversity and believe that every individual deserves fair and equal treatment, irrespective of their background, identity, or characteristics. This Equity, Equality, and Inclusion Policy reaffirms our commitment to upholding these principles in all aspects of our operations.

### 2. Policy Statement

Amber-RTM is dedicated to creating an environment where all individuals are respected, valued, and provided with equal opportunities to thrive. We oppose all forms of discrimination, harassment, and unfair treatment based on protected characteristics, including but not limited to race, ethnicity, gender, age, disability, religion, sexual orientation, and socio-economic status.

### 3. Commitments

#### 3.1 Equity:

We are committed to promoting equity by recognizing and addressing systemic barriers and disparities that may disproportionately affect certain groups. We strive to create a level playing field where everyone has access to resources, opportunities, and support necessary for their success and advancement within the organization.

#### 3.2 Equality:

We believe in promoting equality by treating all individuals with fairness, dignity, and respect. We endeavor to eliminate discrimination and bias in our policies, practices, and decision-making processes to ensure that everyone has equal access to employment, training, development, and career advancement opportunities.

#### 3.3 Inclusion:

We are dedicated to fostering an inclusive workplace culture where diversity is celebrated, and all voices are heard and valued. We encourage open communication, collaboration, and participation from individuals of diverse backgrounds and perspectives to drive innovation, creativity, and organizational success.

### 4. Responsibilities



#### 4.1 Management:

Senior management and leadership teams are responsible for demonstrating a commitment to equity, equality, and inclusion through their actions, decisions, and behaviors. They are accountable for promoting a culture of respect, diversity, and inclusivity within the organization.

#### 4.2 Employees:

All employees are expected to uphold the principles of equity, equality, and inclusion in their interactions with colleagues, clients, and stakeholders. They are encouraged to challenge discriminatory behavior, support diversity initiatives, and actively contribute to creating an inclusive work environment.

#### 4.3 Human Resources:

The Human Resources department is responsible for implementing policies and practices that promote equity, equality, and inclusion throughout the employee lifecycle, including recruitment, hiring, training, performance management, and retention.

### 5. Implementation

To achieve the objectives outlined in this policy, Amber-RTM will:

- Provide training and awareness programs to employees on equity, equality, and inclusion.
- Review and update policies and procedures to ensure compliance with relevant legislation and best practices.
- Establish mechanisms for reporting and addressing incidents of discrimination, harassment, or inequality.
- Monitor and evaluate progress towards diversity and inclusion goals and objectives on an ongoing basis.

### 6. Review and Evaluation

This Equity, Equality, and Inclusion Policy will be reviewed periodically to ensure its effectiveness and relevance to the organization's objectives and values. Feedback from employees, clients, and stakeholders will be solicited and incorporated into future revisions as necessary.

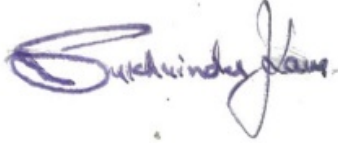
### 7. Conclusion

By embracing the principles of equity, equality, and inclusion, Amber-RTM is committed to building a workplace where everyone feels valued, respected, and empowered to reach their full potential. We believe that fostering diversity and inclusivity is not only the right thing to do but also essential for driving innovation, creativity, and organizational success.

End of Policy



This Equity, Equality, and Inclusion Policy serves as a guiding framework for promoting a culture of diversity, respect, and fairness within Amber-RTM. It is incumbent upon all employees to adhere to the principles outlined herein and contribute to creating an inclusive and equitable work environment.



Signature: Position: Director  
FOR AND ON BEHALF OF AMBER-RTM

Date: 01<sup>st</sup> January 2024



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