Inclusion & Diversity Policy

The Inclusion & Diversity Policy outlines the guidelines, supports and responsibilities of Teraneters in establishing and advancing diversity, equity, inclusion and belonging in the organization.

Established:	January 19th, 2021
Last Reviewed / Approved Date:	August 2025
Management Approved By & Date:	Sudha Dwivedi & January 18th, 2021
Endorsed by	Human Resources
Originating Department:	Human Resources
Policy Owner / Maintained by:	Shaun Dell, Director, Organizational Development & Governance
Executive Contact:	Chief Human Resources Officer
Supersedes:	Inclusion and Diversity Policy 2023/4

Approval and Review Details

Approval Authority	Chief Human Resources Officer, Human Resources
Advisory Committee	Human Resources, Leadership Team
Policy Custodian	Shaun Dell, Director, Organizational Development & Governance
Review Cycle / Right to Change	Teranet Inc. reviews this policy annually to ensure relevancy and legislative compliance. Teranet Inc. reserves the right to change or amend this policy at any time at its discretion

Contents at a Glance

Inclusion & Diversity Policy

1.0 Purpose and Scope

Commitment to Inclusion and Diversity

Teranet believes in valuing and respecting one another. We create and foster a supportive and understanding environment in which all individuals can realize their maximum potential within the company, regardless of their differences. We are committed to employing the best people to do the best job possible. We recognize the importance of reflecting the diversity of our community and markets in our workforce. The diverse capabilities that reside within our talented workforce, positions Teranet to anticipate and fulfill the needs of our diverse customers, providing high quality products/services. We believe that the wide array of perspectives that results from diversity promotes innovation and business success.

2.0 Applicability

This policy is applicable to all members of the Teranet workforce (as identified in the table below) as follows:

- **In all locations where company work occurs** including a Teranet office/meeting room, another office / location (i.e. client/partner/vendor location) and home offices.
- **In all ways of performing work** with colleagues as well as anyone, you interact with on behalf of Teranet.
- **Across all communication channels** including in-person and through the use of digital collaboration tools including, but not limited to email, audio/video conferencing, and online collaboration platforms).

Company		Employee Type*	
✓	Teranet Inc. Salaried (including Foster Moore Canada)	✓	Regular Full Time – Salaried
✓	Teranet Inc. Union**	✓	Regular Full Time – Hourly
✓	Teranet Manitoba (TMB) Salaried	✓	Regular Part Time
✓	Teranet Manitoba (TMB) Union**	✓	Contingent Workers
✓	ReadyWhen Tech / GoVeyance			

*See separate Glossary [InTeranet > Self-Serve > Teranet Glossary] for definitions of terms.
**As your employment is covered under the terms of your Collective Agreement, you should also refer to the agreement for any information related to this topic.

The foregoing entities will be collectively referred to as "Teranet" in this policy.

3.0 Policy Statements

Teranet's Inclusion and Diversity policy covers 5 areas: Teranet's commitment, recruitment, career development and promotion, employee support and recognition. This policy applies to all employees, prospective employees, customers, clients, contractors, vendors and all others who do business with or are in contact with Teranet.

3.1 Commitment

Teranet commits to:

- Creating an environment in which individual differences and the contributions of all team members are recognized and valued.
- Creating a working environment that promotes dignity and respect for every employee.
- Providing to the greatest extent possible universal access to safe, inclusive and accessible physical office space that ensures everyone is able to participate and work to their full potential.
- Not tolerating any form of intimidation, bullying or harassment and to discipline those who breach this policy.

- Making training, development and progression opportunities available to all staff based on professional requirement, need and merit.
- Encouraging anyone who feels they have been subject to discrimination to raise their concerns so Teranet can apply corrective measures.
- Encouraging employees to treat everyone with dignity and respect.
- Regularly reviewing all our employment practices and procedures so that fairness is maintained at all times.
- Tracking and reporting internally on Inclusion and Diversity.

3.2 Recruitment

Teranet believes that our employees from many different cultural, linguistic and national backgrounds provide us with valuable knowledge for understanding our business, partners and our customers.

- Teranet has established, and continues to refine, recruitment and outreach programs to identify talented individuals from under-represented groups for recruitment.
- Teranet will continue to implement, update and refine hiring practices to support inclusive hiring practices.

3.3 Career Development and Promotion

- Teranet rewards excellence and all employees are promoted based on their performance.
- All managers are supported and trained (where applicable) in managing diversity to ensure that employees are treated fairly and evaluated objectively.

3.4 Employee Support

Teranet provides a safe and supportive environment for all employees. We offer:

- Employee Assistance Programs
- Employee Resource Groups
- Professional Growth and Development Programs

3.5 Recognition

Teranet recognizes that there are distinct demographic groups that have long been disadvantaged. We recognize that racism, ageism, sexism and other forms of discrimination are problems both for our organization and society as a whole. Teranet is committed to tackling cultural stereotypes both within and outside our organization. We have clear reporting procedures for any type of discrimination or harassment combined with follow-up procedures to prevent future incidents (*see Workplace Harassment Policy, Whistleblower Policy and Respect and Dignity in the Workplace Policy*).

4.0 Responsibilities

a. *Inclusion and Diversity Steering Committee*

Our commitment to Inclusion and Diversity is led by our Inclusion and Diversity committee. The committee is responsible for ensuring that our diversity policy is articulated in the day-to-day running and the strategic direction of the company.

For more information, please refer to the Inclusion and Diversity page on the InTeranet intranet site. [InTeranet > HR Programs > Inclusion & Diversity]

b. *Policy Enforcement*
- **Monitor:**
  All employees are expected to be aware of Teranet's policies around Inclusion and Diversity and share the responsibility of upholding the policies. All employees should undergo unconscious bias training. If an

employee notes that a section of the policy is not being upheld, they should bring it to the attention of their Human Resources Business Partner.

- **Apply:**
  Issues and non-compliance will be brought to the attention of the Inclusion and Diversity Steering Committee and dealt with on a case-by-case basis by the Human Resources Business Partners and individuals involved in the incident or non-compliance.

- **Review:**
  The Inclusion and Diversity policy will be reviewed on an annual basis.

5.0 Key Documents to Reference
- Code of Conduct
- Respect & Dignity in the Workplace Policy
- Workplace Violence Statement
- Workplace Harassment Statement
- Whistleblower Policy

6.0 APPENDIX <or APPENDICES>
Please see the Teranet glossary of terms on InTeranet.
[InTeranet > Self-Serve > Teranet Glossary]