

DIVERSITY, EQUITY & INCLUSION POLICY

1. OBJECTIVE

We are committed to ensuring a diverse workforce; we value and celebrate diversity, and welcome people from all backgrounds.

We understand that not everyone has equal access to opportunities - we do not discriminate based on a person's background. We work to provide equal opportunities for all employees to grow, develop, and succeed.

We are committed to:

- Creating a workplace free from discrimination, harassment, and bias.
- Promoting diversity, equity, and inclusion in all aspects of our business, including recruitment, professional development, employee engagement, and community outreach.
- Maintaining equal pay for all roles, regardless of age, gender, ethnicity, religious belief, neurodiversity, socio-economic background or sexual orientation.
- Ensuring that every individual is valued and has equal opportunities to succeed.
- Zero-tolerance for discrimination, bullying and harassment.
- Continual learning and growth – we are committed to learn and evolve our practices to foster positive change.

2. SCOPE

This policy applies to all aspects of employment and business operations at Lbox Communications including:

- Recruitment, hiring, and promotion.
- Compensation and benefits.
- Professional development and training.
- Employee engagement and retention.
- Service development.
- Community outreach and partnerships.
- Termination.

3. EMPLOYEE RESPONSIBILITIES

Every employee at Lbox Communications is responsible for:

- Valuing the diversity and worth of every individual.
- Contributing to an inclusive environment free from discrimination, harassment and bullying.
- Being aware of and addressing potential unconscious biases.
- Actively participating in DEI initiatives.

4. MANAGER RESPONSIBILITIES

Managers at Lbox Communications have additional responsibilities, including:

- Promoting diverse representation within our team and ensuring employment decisions

are made without bias.

- Practicing intentional inclusiveness and equity in all aspects of management.
- Reducing unconscious bias in performance evaluations, development practices and promotions, instead ensuring that these are based on merit.
- Making reasonable accommodations for disabilities and religious practices.
- Fostering a respectful and supportive work environment that reflects our DEI values.
- Leading by example and holding team members accountable for DEI behaviours and training.

5. OUR COMMITMENTS

To support our DEI objectives, we will:

- Regularly review and update our DEI policies and practices.
- Provide ongoing training and education to all employees on topics related to DEI issues, including unconscious bias, cultural competence and anti-racism.
- Encourage self-reflection and proactive contributions to DEI efforts.
- Provide reasonable accommodations for individuals with disabilities and those with specific religious needs, based on individual circumstances.
- Ensure accountability at all levels for upholding DEI standards.
- Include a statement in all our job postings with a commitment to diversity, equity, and inclusion.
- Actively recruit through organisations that serve individuals from underrepresented populations.
- Analyse our job description language and requirements to ensure they are inclusive and equitable.
- Withhold from asking about incarceration history during our recruitment and application processes.

6. TRACKING WORKFORCE DIVERSITY

To maintain a diverse and inclusive workforce, we track demographic factors, including the gender and age of our workers.

7. DISCRIMINATION, HARASSMENT, AND BULLYING

Lbox Communications is committed to equal employment opportunities. We have a zero-tolerance policy for discrimination, harassment and bullying in any form. We do not tolerate racial slurs, jokes, or any behaviour that marginalises or discriminates against individuals based on any protected characteristic, including but not limited to:

- Race, ethnicity, or national origin.
- Religion, age, sex, sexual orientation, gender identity or expression.
- Disability, veteran status, or any other characteristic protected by law.

8. REPORTING INAPPROPRIATE BEHAVIOR

Employees who experience or witness any conduct that violates this policy are encouraged to report it promptly. Reports can be made either orally or in writing to any member of management. All reports will be investigated thoroughly with confidentiality maintained to the extent possible.

8. CONSEQUENCES

Employees who violate this policy will face disciplinary action, which may include termination of employment. We are committed to addressing and resolving issues promptly and fairly.

9. POLICY REVIEW

This DE&I policy will be reviewed annually to ensure its effectiveness and alignment with updated guidelines. We are committed to continuous improvement and will make necessary adjustments based on feedback, surveys, and changes in legal or regulatory requirements.

By fostering a diverse, equitable, and inclusive environment, Lbox Communications aims to not only reflect the communities we serve but also to lead by example.