

## **ADEC DIVERSITY, EQUITY AND INCLUSION POLICY**

### **Policy:**

ADEC is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. Our employees are the most important 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 also our reputation and organizational achievement.

ADEC embraces and encourages our employees' differences in age, color, sex, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, culture, physical and mental ability, political affiliation, race, religion and/or spiritual beliefs, sexual orientation, socio-economic status, veteran status, and genetics and other characteristics that make our employees unique.

ADEC'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; terminations; 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 among all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Fairness or justice in the way people are treated.

All employees of ADEC, always have a responsibility to treat others – individuals served, families/guardians, each other and stakeholders, with dignity and respect. 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. All employees are required to attend and complete annual diversity, equity and inclusion awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action. 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.

Responsible: Vice President of Human Resources  
Last Revision Date: 2/1/2023

Approved: