

EMPLOYEE DIVERSITY, EQUITY, & INCLUSION POLICY

Effective: December 18, 2018



Zensark



1. PURPOSE

At Zensark, we are committed to fostering a diverse, equitable, and inclusive workplace environment where every employee feels valued, respected, and supported. This policy outlines our commitment to diversity, equity, and inclusion and provides guidelines for promoting and maintaining these principles within our organization.

2. POLICY STATEMENT


2.1. Diversity: We celebrate and embrace diversity in all its forms, including but not limited to age, race, ethnicity, gender, sexual orientation, religion, disability, and socio-economic background. We recognize that diversity brings unique perspectives, experiences, and ideas, which contribute to the success of our organization.

2.2. Equity: We strive to ensure equity throughout our organization by treating all employees fairly and impartially, providing equal opportunities for growth, development, and advancement. We are committed to eliminating biases and barriers that may hinder the professional growth and success of any employee.

2.3. Inclusion: We foster an inclusive culture where all employees feel welcomed, included, and empowered to fully participate, contribute, and thrive. We encourage collaboration, open communication, and mutual respect, creating an environment that values diverse viewpoints and encourages everyone to reach their full potential.

3. RESPONSIBILITIES

3.1. Management: Senior management is responsible for leading by example and championing diversity, equity, and inclusion initiatives within the organization. They are responsible for establishing policies, procedures, and practices that promote and support these principles.



3.2. Human Resources: The Human Resources department is responsible for implementing and administering diversity, equity, and inclusion programs, policies, and practices. They will provide guidance, resources, and support to employees and ensure compliance with relevant laws and regulations.

3.3. Employees: All employees are expected to embrace and uphold the principles of diversity, equity, and inclusion. They should treat each other with respect, embrace diversity, and contribute to an inclusive and supportive work environment. Employees are encouraged to report any concerns, incidents, or suggestions related to diversity, equity, and inclusion to their supervisors or the Human Resources department.


4. IMPLEMENTATION

4.1. Training and Education: We will provide regular training and educational opportunities to raise awareness and enhance understanding of diversity, equity, and inclusion topics. This may include workshops, seminars, guest speakers, and resources to promote a culture of inclusion and respect.

4.2. Recruitment and Hiring: We are committed to fair and inclusive recruitment and hiring practices. We will strive to attract diverse candidates and eliminate biases during the selection process. We will assess qualifications, skills, and experiences that are relevant to the job requirements and avoid any form of discrimination.

4.3. Equal Opportunities: We will ensure that all employees have equal access to opportunities, benefits, and resources. This includes training and development programs, promotions, assignments, and recognition.

4.4. Reporting and Accountability: We will establish mechanisms for reporting incidents of discrimination, harassment, or exclusion and provide support to employees who raise concerns. We will promptly investigate all reports and take appropriate actions, including disciplinary measures, if violations of this policy are substantiated.



4.5. Periodic Review: We will periodically review and evaluate the effectiveness of this policy and associated practices. We will make necessary adjustments and improvements to ensure that our commitment to diversity, equity, and inclusion is upheld and continually reinforced.

5. CONCLUSION

At Zensark, we firmly believe that diversity, equity, and inclusion are essential pillars for a thriving and successful workplace. We are committed to nurturing an environment where everyone feels valued, respected, and empowered to contribute their unique talents and perspectives. By embracing diversity and promoting equity and inclusion, we foster a culture that inspires innovation, collaboration, and personal growth for the benefit of the organization as well as employees.