

NANOXPLORE INC.

Responsible Function: Human Resources

POLICY NAME: DIVERSITY, EQUITY, and INCLUSION

Policy No.: P-09-V1-2023	Revision Number: 1	Last Revised/Adopted on: 2023-04-05	Page 1 of 3
Policy Scope: NANOXPLORE INC.		APPROVED BY: Chief Executive Officer, General Counsel	
		ISSUED AND APPROVED BY: Global HR Director	

1. **SCOPE**

- 1.1 This Diversity Equity and Inclusion (DEI) Policy (the “**Policy**”) applies to all employees, officers and directors (“**Employees**”) of NanoXplore Inc., its operating divisions and subsidiaries. (Collectively, “**NanoXplore**” or the “**Corporation**”).

2. **PURPOSE**

- 2.1 NanoXplore is dedicated to promoting diversity, equity, and inclusion in the workplace. We celebrate and welcome the diversity of all employees, stakeholders, and external personnel.
- 2.1.1 The Corporation has adopted this policy as part of its commitment to foster an environment where everyone feels as though they belong and where their dignity, beliefs, and identity are respected. To achieve this, we strive to create a supportive work environment and a culture that welcomes everyone and encourages equitable opportunities for all employees. The company will comply with all applicable legislation in pursuit of these endeavors.

3. **DEFINITIONS**

Dignity: Being treated respectfully and ethically because of one’s inherent worth.

Discrimination: Treating people unequally or making a distinction based on prohibited grounds that results in a burden, obligation, or disadvantage that is not imposed on others or that limits access to opportunities, benefits, and advantages available to other members of society.

Diversity: The presence of a variety of unique qualities, identities, or experiences.

Equity: Access to opportunities that is fair and accounts for the different experiences people have based on factors that are protected by human rights legislation.

Inclusion: Creating a culture that embraces, values, and respects diversity and supports all members through equitable practices.

Prohibited grounds: The characteristics that an employer must not use as reasons to discriminate against a person or group under human rights legislation. Sometimes called protected characteristics. Prohibited grounds may differ by jurisdiction.

Unconscious bias: The inclinations or assumptions (such as stereotypes and prejudices) that a person may have about social and identity groups, or the persons who belong to these groups, that operate without our awareness.

4. GUIDELINES

4.1. NanoXplore is committed to observing and following relevant human rights, equity, and privacy legislation to prevent discrimination based on any prohibited grounds. The Corporation is also committed to developing, learning, and following best practices to improve diversity, equity, and inclusion, in every area of company operations.

4.2. The company will strive to create a culturally competent workforce by:

- Providing adequate training about diversity, equity, and inclusion.
- Ensuring leadership teams are trained on unconscious bias regarding recruiting, performance management, and terminations.
- Encouraging positive attitudes towards cultural differences.
- Raising awareness of and eliminating unconscious biases and the harmful effects of prejudice, discrimination, and microaggressions; and
- Learning from people with diverse backgrounds and experiences.

4.3. Equitable Opportunity

Employees will not be negatively affected by any actions or decisions relating to hiring, compensation, promotion, benefits, job assignments, transfers, layoffs, return from layoffs, company-sponsored programs or events, or any other opportunities due to a protected characteristic that they may have.

Equitable development opportunities will be available to all employees and will have clear criteria for promotions. Personnel decisions will be made based on the qualifications and performance of employees and upon successful completion of the internal application process. A protected characteristic will not be used against a person in consideration for a promotion, and no opportunities will be unfairly withheld from any employee. The company will ensure that leadership teams are trained properly on unconscious bias, diversity, and inclusion, and how to evaluate and promote employees equitably.

4.4. **Accommodation**

In accordance with human rights legislation, the company will provide accommodation for persons who require it. Anyone requiring accommodation should let the Human Resource department know.

4.5. **Training**

NanoXplore may use various training initiatives to foster cultural competencies. Every employee will receive training about diversity, equity, and inclusion as part of their onboarding and whenever the company identifies a need for a refresher or new training on the subject. All training will be inclusive and will not be unfairly administered to or withheld from employees.

4.6. **Recruitment**

NanoXplore is dedicated to recruiting and retaining a qualified workforce and is committed to hiring practices that are fair and equitable. The company and its hiring managers will always seek to hire the most qualified candidate for a position. A protected characteristic will not be used against a person during the hiring process.

The company will ensure that the search and hiring processes are fair and equitable so that each candidate has a fair opportunity throughout the process regardless of any protected characteristic they may have. The company will ensure that all employees in a recruiting position have been trained on unconscious bias to promote objectivity in their hiring decisions. Employees of diverse backgrounds, experiences, and identities will be involved in the recruiting process, and they will interview a diversity of candidates, if possible. The company will also offer any necessary and reasonable accommodation to candidates throughout the recruitment process.

4.7. **Complaint Process**

If an employee feels that this policy has been breached, they may file a verbal or written complaint with your Site Supervisor. Attempts should be made to reach a resolution with the offending party or with the Corporate Human Resources department (hr.corp@nanoxplore.ca) before filing a formal complaint; however, if the employee does not feel comfortable approaching these persons about the matter, they may contact the CEO directly. The complaint will be reviewed and addressed confidentially.

5 **GENERAL**

Thank you for your understanding and compliance. If at any time you have any questions or concerns regarding this Policy, please do not hesitate to contact us, so we can personally address your questions or concerns.