

Intellias Ethics Committee

# GENDER EQUALITY AND EQUAL OPPORTUNITY

POLICY

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## 1 INTRODUCTION

Intellias is a company created by people, for people. We foster a culture of partnership, caring, and respect. We will never back down on that no matter how fast we grow. We are sincerely committed to making everyone feel welcome, connected, and heard. This is the environment in which Intellias tech solutions are born.

Intellias is a Women's Empowerment Principles signatory. We are actively adopting these principles into our corporate culture and everyday work.

This Gender Equality and Equal Opportunity Policy ("Policy") must be read in conjunction with other organizational documents, such as:

- Intellias Code of Conduct
- Anti-Harassment Policy
- Family-Friendly Parenthood Policy
- Diversity Recruitment and Hiring Policy
- Veteran Support Policy
- Other related documents that Intellias may adopt in the future.

## 2 DOCUMENT PURPOSE

Intellias is dedicated to upholding ethical standards and maintaining integrity in all of its business dealings and relationships. This Policy aims to communicate the company's attitude and commitment toward gender equality and equal opportunities at the workplace to its specialists and stakeholders.

Intellias will not knowingly enter a partnership or conduct business with any individual or organization that either exposes people to abuse and exploitation; or tolerates discrimination, harsh or inhumane treatment of its employees or agents.

## 3 DOCUMENT SCOPE

This Policy applies to all persons associated with Intellias, such as those performing services for or on behalf of Intellias in any capacity, including directors, officers, employees at all levels, agents, subsidiaries, consultants, subcontractors, and company business partners, whether an individual or an incorporated or unincorporated body ("Associated Persons"). All parties associated with our organization must adhere to this Policy.

### 3.1 Commitment

Intellias is committed to:

- Becoming an inclusive company that provides equal opportunities for all employees and other associated persons, regardless of race, color, religion, gender, national origin, age, physical disability, sexual preference, language, social origin, or political affiliation, working on the principles of respect, inclusion, and diversity.
- Being a family-friendly company.
- Ensuring that all parties to whom this Policy applies are informed about it.
- Maintaining comfortable and safe workplace conditions where every employee and other associated person can develop professionally in an ethical work environment.
- Promoting gender equality and women's empowerment both within the company and externally.

- Supporting equal employment opportunity and women empowerment programs.
- Opposing and avoiding discrimination in all its forms.
- Taking proactive actions in case of this Policy misconduct.

This commitment implies:

- Consulting with external and internal stakeholders, experts, and professional organizations.
- Organizing educational training and events on non-discrimination, gender equality, inclusion, and diversity for the management of the company, its employees, and other associated persons.
- Improving benefits and conditions for employees and other associated persons with children.
- Ensuring the use of gender-neutral language and images whenever possible.
- Offering access to professional networks (both internal and external) with specific support for women.
- Supporting civil society organizations at the global and grassroots levels that empower women and girls.
- Making efforts to expand relationships with women-owned businesses in the value chain and when contracting vendors.
- Reporting progress on achieving gender equality and equal opportunities.

## 4 COMMUNICATION AND TRAINING

Intellias organizes periodic training for its employees and/or other Associated Persons to familiarize them with the requirements of Intellias Code of Conduct and this Policy. Also, when considered relevant, Intellias may provide other written, visual, or oral communication to declare its zero-tolerance approach toward any form of discrimination and describe its standards and procedures.

## 5 COMPLAINTS PROCESSING

Any person who believes that they have been subjected to harassment, discrimination, or have witnessed a violation of this Policy, should report the issue by sending an email to the company's **Ethics Committee** or submitting this **anonymous form**.

The Committee holds a meeting to address an incident no later than three business days after the request is submitted. If necessary, the Committee collects additional information, schedules meetings with the parties involved, and as a result, makes a decision based on the Intellias values.

All issues are treated confidentially to the extent possible. Intellias guarantees that such a request will be considered and will not have any negative consequences for the employee and/or other Associated Person who filed the complaint.

It is important for Intellias to ensure that no kind of discrimination is tolerated. If you have thoughts, ideas, and suggestions for improving our policies or projects, please share them with the **CSR Team**.

## 6 CONSEQUENCES OF NON-COMPLIANCE

Compliance with this Policy is essential for maintaining the trust and integrity at Intellias. Commitments defined by this Policy are expected to be upheld by all associated persons. Any person who breaches this Policy will face disciplinary actions, including but not limited to counseling, reassignment, suspension, termination, or legal consequences, as deemed appropriate based on the circumstances.

## **7 POLICY REVIEW AND MONITORING**

Intellias shall regularly monitor the effectiveness of this Policy and review how it is implemented.

The Policy is to be reviewed:

- In conjunction with any change in the laws affecting the procedures provided for in this Policy
- In the event a significant breach of this Policy is discovered
- On a yearly basis.

## **8 REFERENCES**

- **Intellias Code of Conduct**
- **International bills of human rights**

**UN Guiding Principles on Business and Human Rights**