



Cello Group

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Cello Group is an Equal Opportunity Employer committed to fostering diversity in the workplace, both in its employees and leadership team. Diversity, inclusiveness and respect for all stems from our organizational values and are essential to our success. At Cello, we are committed to maintaining an environment that celebrates our people – their differences, values and contribution. We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.

Objective

In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Cello Group prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

Scope

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between Cello Group and its employees, including:

- Recruitment.
- Employment.
- Promotion.
- Transfer.
- Training.
- Working conditions.
- Wages and salary administration.
- Employee benefits and application of policies.

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with Cello Group.

Implementation of Policy

Management, managers and supervisors are responsible for implementing equal employment practices within each department. The HR department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

Procedure

Cello Group administers our EEO policy fairly and is committed to providing equal opportunities in employment and creating an inclusive work environment by:

- While recruiting, all qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.
- We shall have fair, transparent and clear employee policies which promote diversity and equality, in accordance with applicable law and other provisions of this Code. These policies shall provide for clear terms of employment, training, development and performance management.
- We shall adhere to applicable law pertaining to equal employment opportunities and fair employment practices;
- Inform staff of certain behaviour that is unacceptable, and measures that the Company may take for deviant behaviour towards employees.
- Requires employees to report to a member of management, an HR representative or the general counsel any apparent discrimination or harassment. The report should be made within 48 hours of the incident.
- Promptly notes all incidents or reports of discrimination or harassment and takes appropriate measures to resolve the situation.

Bullying and Harassment

We promote a harmonious working environment in which our employees will be treated with dignity and respect. We have a zero-tolerance policy towards bullying and harassment.

Harassment is a form of unlawful discrimination and violates company policy.

Harassment also includes unwelcome conduct that is based on race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability

status, genetic information, protected veteran status, or any other characteristic protected by law.

Commitment to Diversity and Inclusion

We are committed to strengthening diversity and inclusion at the workplace through an enabling environment, supportive work life policies for employees and a culture that welcomes differences and creates a sense of belonging. We strive to create a work environment where all employees can develop and grow to achieve their full potential. We are an equal opportunity employer and are committed to maintaining respect and dignity for all.

Remedies

Cello Group encourages employees to report all incidents of harassment to a member of management or the HR department. Cello Group investigates all complaints of harassment promptly and fairly, and, when appropriate, takes immediate corrective action to stop the harassment and prevent it from recurring.

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. Cello Group will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.