

# Diversity, Equity and Inclusion Policy

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## **Vision**

To foster a work environment where all Chemtrade employees feel valued and respected for who they are, and where the richness of diverse talents, ideas, backgrounds, experiences and perspectives are harnessed and deemed necessary to maximize business results.

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## **Beliefs**

Diversity and Inclusion is simply the right thing to do.

In addition, we believe that fostering Diversity and Inclusion enables us to achieve our vision of Creating Value through Responsible Chemistry. We believe:

- Unique perspectives and experiences are key to our growth and success
- Diversity of thought and sharing ideas allows us to have high performing teams
- We are One Team comprised of diverse employees
- Diversity and Inclusion leads to improved innovation, greater engagement, deeper commitment, and greater value for our customers

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## **Scope**

This Policy applies to all employees, prospective employees, board members, customers, clients, contractors, vendors and all other persons who do business with or are in contact with Chemtrade. Furthermore, this Policy applies to all aspects of employment and in all dealings with such third parties who do business with or are in contact with Chemtrade.

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## Responsibilities

Leaders are responsible for being visible champions for Diversity and Inclusion and are accountable for ensuring that Diversity and Inclusion are integrated across all business and social interactions.

Employees are responsible for respecting the Diversity of others, fostering a culture of respect and belonging, and supporting and promoting the Diversity of our customers, clients, contractors, vendors and communities.

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## Policy

Chemtrade will provide a work environment where all employees feel valued and respected for who they are.

We believe in making lasting systemic changes through four strategic pillars: our Leaders, our People, our Workplace and Customers & Communities.

### *Specifically:*

- **LEADERS** – We expect our leaders to be visible champions of Diversity and Inclusion. Each leader must make Diversity and Inclusion a priority, act as a role model, be responsive to the individualized needs of their workforce and will be held accountable for actions and outcomes.
- **PEOPLE** – We strive for a high-performance workplace reflective of the diverse communities in which we operate. We are committed to accomplishing this by attracting, recruiting, retaining, and developing our employees from diverse backgrounds and perspectives.
- **WORKPLACE** – We foster a culture of respect and belonging. We can accomplish this through policies, procedures, trainings and programs that reflect these values.
- **COMMUNITY AND CUSTOMERS** – We will support, promote, and recognize our diverse partners. We accomplish this by engaging with a diverse community of vendors, contractors, clients and customers to build valuable relationships.

### *At Chemtrade we are committed to:*

- A workplace free from discrimination, harassment, and bullying;
- Treating employees fairly and with respect;
- A workplace culture that is diverse and inclusive, which embraces and values individual differences;
- Equal employment opportunities based on ability, performance and potential;
- Attraction, retention and development of a diverse range of talented people;
- Equitable frameworks and policies, processes, trainings and practices that limit unconscious bias;
- Flexible work practices and policies when feasible to support employees and their changing needs; and
- Compliance with all applicable human rights, equity and privacy laws.

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## Diversity Programs and Practices

To achieve a Diverse and Inclusive environment, Chemtrade supports the following programs and practices centered around our four strategic pillars:

### ***6.1 Recruitment, Selection & Promotion***

We recognize the value of attracting, recruiting, selecting and promoting employees with different backgrounds, knowledge and experiences. Our recruitment and selection processes identify candidates with the most suitable knowledge, skills, experiences and personal values in order to hire the best possible candidate. As an equal opportunity employer, the selection process is designed to promote equality. Testing, independent evaluations using standardized interview guides and behavioral interviewing are used to promote equitable and unbiased selection and promotion decisions. We advertise opportunities using methods that attempt to increase reach to diverse talent segments. This includes, but is not limited to, being open to reasonable adjustments for interview process considerations and ultimate work locations. The Chemtrade website provides a seamless application process and supports Web Content Accessibility Guidelines (WCAG) 2.0 AA accessibility compliance, providing a barrier free and easy to complete application process.

### ***6.2 Remuneration***

Our position evaluation and grading system evaluates the job rather than the individual with the goal of eliminating unconscious bias. Our annual merit process uses a framework that rewards performance.

### ***6.3 Career Development and Performance***

Employees are encouraged to develop and progress their career through opportunities that build individual capability. All employees are supported to participate in career development conversations. Available opportunities for promotion and transfer are advertised on our internal job posting portal to allow employees to apply for roles and develop their career path. We encourage and reward excellence, and performance is measured based on agreed upon goals with an aim to promote equity and remove bias.

### ***6.4 Talent Reviews and Succession Planning***

Talent reviews and succession planning are core practices within the organization done annually to identify high performing and high potential employees. Talented individuals are identified based on their performance and competencies through a structured and standardized process that aims to be equitable and consistent. The talent review and succession process is used to identify employees for development or advancement. We take a view of diversity to ensure there are no biases and measure progress against long term goals.

### ***6.5 Training***

All employees are encouraged to develop to their full potential so their talents can be fully utilized. All full-time employees have access to Chemtrade University to access self-directed e-learning. Employees may also use our Tuition Reimbursement program to assist in the cost of external training that is job-related. Employees are also provided with Respect in the Workplace and Chemtrade Code of Conduct training. Managers are trained in unconscious bias and interviewing techniques to ensure compliance with local and federal laws and to ensure non-discriminatory questioning. Training that management receives is also aimed at ensuring that managers are properly equipped to understand and respond to the individualized needs of their workforce.

### ***6.6 Gender and Racial Diversity***

Gender and racial equity at all levels of the organization is a key objective of our Diversity and Inclusion Strategy. Increasing the representation of women as well as Black, Indigenous and People of Colour (BIPOC) at all levels will remain one of our strategic priorities on an ongoing basis. Our workplace must reflect the diverse communities in which we operate.

### ***6.7. Inclusion***

All employees should feel a sense of Inclusion and belonging. Regardless of gender, ethnicity, sexual orientation, disability, religion or socio-economic status, all employees should feel free to bring their entire selves to work and not be judged, disadvantaged or discriminated against in any way as a result of such individual characteristics.

### ***6.8 Employee Consultation***

Employees are consulted annually through surveys, focus groups and forums to gain insight into, and provide feedback with respect to, potential barriers to Diversity and Inclusion, as well as issues and opportunities for further action.

### ***6.9 Supplier Diversity***

An integral part of our Diversity program is ensuring that we promote Diversity outside of the company in addition to internally. One way to accomplish this goal is through a supplier diversity program. To achieve this, we are developing a supplier diversity program.

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## Policy Enforcement

Issues or non-compliance with this Policy will be brought to the attention of the Group Vice-President, Human Resources and Responsible Care and/or the Director, Labour Relations and Human Resources Business Partners, and will be dealt with on a case-by-case basis. Individuals involved in a reported incident or non-compliance matter will be communicated with directly. Likewise, employees can report any perceived violations anonymously via the company's ethics line at **888-475-8376** (Third Party Compliance Line) or via the Chemtrade Intranet site under the link for "Third Party Compliance Line". Confidentiality will be maintained to the extent possible and as appropriate in the circumstances. Any collection of personal information under this Policy will be kept confidential unless required to be disclosed by law. Employees who do not comply with this Policy and/or are found to have engaged in discrimination, harassment or bullying, may be subject to appropriate disciplinary action, up to and including termination of employment.

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## Communication of Policy

All new employees will be given a copy of this Policy upon commencement of employment. The Policy will be reviewed on an annual basis and any subsequent changes shall be communicated and distributed. The Policy will be posted on site bulletin boards and on the company intranet and website.

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## Definitions

Diversity is the differences and similarities that people bring to an organization including but not limited to ethnicity, gender, gender identity, age, national origin, abilities, sexual orientation, education, socio-economic status and religion. Diversity can evolve over time and therefore it is not limited to these examples.

Inclusion is a sense of belonging, where everyone feels welcome, respected, able to participate fully and is valued. It also involves recognizing the needs of each individual and having the right conditions so that each person has the opportunity to bring their entire selves to work and contribute their ideas, experiences and talents to the fullest.

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## References

The Diversity and Inclusion Policy is supported by various other policies, including:

- Code of Conduct
- Leave Policy
- EEO, Discrimination, Harassment Free Policy and Workplace Violence Policy
- Hybrid Work Policy (under development)