



## INTEGRATED MANAGEMENT SYSTEM MANUAL

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Section No.- E	DIVERSITY, EQUITY, AND INCLUSION POLICY	Issue No.: 02, Rev. No.: 00
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**Diversity:** Embracing differences in backgrounds, characteristics, and perspectives.

**Equity:** Ensuring impartiality and providing equal opportunities and resources.

**Inclusion:** Creating an environment where everyone feels valued, respected, and empowered.

### SMC Vision

An inclusive workplace culture where individuals of diverse backgrounds feel valued and empowered regardless of race, gender, ethnicity, age, sexual orientation, or disability.

### Mission

To foster a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence.

### Commitment

- To preserving cultural diversity, providing equal opportunities, and fostering a culture of respect and trust at all organizational levels.
- Our policies and processes are crafted with inclusivity in mind, ensuring that they reflect and promote a culture of inclusion.
- Individuals of all genders have equal opportunities for advancement and representation, including in leadership roles.
- Educate employees on diversity, equity, and inclusion issues, promoting cultural competency across the organization.
- Foster an age-inclusive culture through growth opportunities and bias mitigation, ensuring fairness in hiring, promotion, and decision-making.
- Regularly review and revise policies to ensure inclusivity and equity, avoiding the perpetuation of discrimination or bias.

### Consequences

Employees who do not comply with this Policy and/or are found to have engaged in discrimination, harassment, or bullying, will be subject to appropriate disciplinary action, up to and including termination of employment.

### Prohibition of Retaliation:

We will not tolerate threats or acts of retaliation of any kind against any individuals because they report conduct reasonably believed to violate this Policy, or in good faith provide information in connection with a report or investigation of any such conduct.

<b>Approved By (CEO)</b>	<b>Prepared &amp; Controlled (MR)</b>	