

<b>TITLE:</b>	Employee Resource Groups
<b>POLICY OWNER:</b>	Chief Human Resources Officer
<b>ID / VERSION NUMBER:</b>	
<b>EFFECTIVE DATE:</b>	January 30 <sup>th</sup> , 2023

**PURPOSE:**

This policy provides guidelines and procedures for employees regarding Employee Resource Groups.

**SCOPE:**

This policy applies to Calian Group Ltd. and its subsidiaries (collectively “**Calian**”), including all Calian employees, contractors, officers, executives, management and any other parties conducting work on Calian’s behalf (collectively the “**Calian Workforce**”). At Calian’s discretion, any vendors, suppliers, customers, consultants, partners or any other third parties conducting business with Calian (collectively “**Third Parties**”) may also be bound by this Policy as a condition of doing business with Calian.

**POLICY:**

**Employee Resource Groups:** Employee Resource Groups (ERGs) are voluntary, employee-driven groups organized around a particular shared interest, characteristic, or experience. Calian recognizes that ERGs have benefits for both Calian and its employees, including:

- Promoting diversity, cultural awareness, and an inclusive work environment.
- Increasing employee job satisfaction, morale, and productivity.
- Fostering professional development and learning through mentoring, networking, open dialogue, and exchanging ideas.
- Providing a support group for employees.
- Supporting Calian's business by reinforcing Calian's diversity initiatives

Considering these shared benefits, it is Calian's policy to recognize and support ERGs formed by its employees and comply with the guidelines and requirements set forth in this policy.

**Groups Not Recognized:** Calian does **not** recognize ERGs that:

- Are formed based on or for the purpose of participating in a sport, hobby, or other outside activities unrelated to personal and professional success
- Are formed based on religious or political beliefs
- Have a purpose of excluding, dividing, or opposing any employees, or other ERGs

The purpose of an ERG is **not** to represent any employees regarding terms and conditions of employment with Calian. Therefore, Calian does not recognize any ERG whose purpose is to represent employees and negotiate

their terms and conditions of employment. Calian will **not** accept proposals from ERGs regarding the terms and conditions of employees' employment.

### **Procedure for Forming an Employee Resource Group**

Employees who wish to form and maintain an ERG that Calian recognizes must meet the following criteria:

- All members must be active Calian employees, including part-time, casual or temporary employees. Former employees and non-employees, such as independent contractors or customers, are not eligible to be members of an ERG.
  - Although not a member of an ERG, it may be appropriate for independent contractors or customers to participate as special guests in events.
- There must be a minimum of 10 current, Calian employees to form and maintain an ERG.
- Membership in the ERG and participation in any ERG activities must be open to all current employees of Calian.
- All requests to form an ERG must be submitted for review and approval by Calian Diversity & Inclusion Steering Committee and must contain the proposed:
  - name (includes "and Supporters" where possible);
  - mission statement (fully includes supporters & allies);
  - organizational structure (Chair and co-chair / more if appropriate); and
  - key activities and the expected benefits of these activities.
- ERG leaders will provide brief semi-annual reports to the Diversity & Inclusion Steering Committee in a format designated by the Diversity & Inclusion Director.
- Each approved ERG must annually renew its application for recognition with Calian Diversity & Inclusion Steering Committee.
- ERGs are subject to and must abide by the guidelines in this Employee Resource Group Policy and all other applicable Calian policies. Calian may discontinue its recognition of an ERG at any time for an ERG's failure to abide by these policies.

**Discrimination and Harassment Prohibited:** Membership in any ERG recognized by Calian, or participation in any of the ERG's activities, may not be limited based on an employee's race, colour, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender, gender identity, sexual orientation, age, physical or mental disability, citizenship, status as a veteran, genetic information, or any other characteristic protected under applicable federal, state, provincial, or local law ("protected characteristics"). Discrimination by an ERG is prohibited even if one of these protected characteristics is part of the common interest or purpose of the ERG.

Furthermore, consistent with Calian's anti-discrimination policy, Calian does not discriminate in its recognition of any ERG that otherwise meets Calian's requirements for the formation of a workplace ERG based on its members' protected characteristics or an ERG's common interest or purpose that relates to protected characteristics, except that Calian does not recognize any ERGs that promote or advocate any religious or political positions.

Additionally, Calian strictly prohibits and does not tolerate unlawful harassment against employees or other covered persons because of any protected characteristic. Harassment is prohibited at the workplace and at employer-sponsored events, such as ERG-related activities. Any employee who is subjected to or witnesses any conduct in an ERG meeting, activity, or communication that they believe violates Calian's Respectful Workplace and Prohibited Harassment policy should promptly report this conduct using the complaint procedure outlined so that an investigation can be made, and corrective action is taken if appropriate.

Any ERG leader who observes harassing conduct must report the conduct to either their local HR leader or Calian's Diversity & Inclusion Director. ERG leaders must also ensure that all ERG members know Calian's employment and harassment policies and direct all members to established company policies and the complaint procedures contained therein.

**Resources and Expenses:** ERGs recognized by Calian are permitted reasonable use of the employer's facilities and technology for official ERG purposes, such as group meetings, sponsored events, announcements, and communications, subject to requirements set forth herein. Customer facilities or resources are excluded. Resources include:

- Conference rooms, subject to availability and applicable Security and Facilities requirements.
- Equipment and office supplies (for example, computers, printers, copying machines, and teleconferencing or videoconferencing equipment).
- Email.
- Bulletin boards.
- Intranet/extranet sites

ERGs must work with HR's designated point of contact for any company or facility-wide ERG announcement, or communication posted on Calian's bulletin boards or Hub site. ERGs' use of Calian's bulletin boards and electronic communications systems is subject to relevant Company policies, including but not limited to IT policy.

ERGs will not be allocated a budget or guaranteed any specific reimbursement for expenses. ERG requests for financial support of events must be submitted through our Diversity & Inclusion Director and will be reviewed, approved, or denied through the established process for community investment.

Funding for unique or special events available to or benefit employees across Calian may be provided at Calian's discretion in limited circumstances. These special requests must be submitted to the Diversity & Inclusion Director for review, approval, or denial.

**Proper Time Charging:** Employee attendance at any ERG meeting or related activity is strictly voluntary. Generally, ERG meetings and activities should be scheduled outside of regular working hours or during lunch breaks. Employees should not perform any work for Calian during ERG meetings or activities. Time spent at ERG meetings or activities does not count as hours worked.

ERG leaders may request a reasonable amount of time during work hours to schedule ERG meetings or activities. Managers are not required to grant employees time off during regular work hours to attend ERG meetings or to participate in any activities sponsored by an ERG. An employee who is permitted time off during regular working hours to attend an ERG meeting or activity must not charge time as working time and must adequately follow the timekeeping practices set forth in the timekeeping policy.

**Disclaimer of Restrictions on Employees' Rights Under the National Labor Relations Act:** This policy is not intended to preclude or dissuade employees from engaging in legally protected activities/activities protected by provincial, state, or federal law or legally required activities.