



GENESIS PROPERTY

DIVERSITY, EQUITY & INCLUSION POLICY

Diversity, Equity & Inclusion Policy

1. Purpose

To establish Genesis Property's commitment to promote inclusion and diversity, ensuring that all employees feel valued, respected, and supported in a workplace that recognizes and embraces their unique contributions.

2. Scope

This policy applies to all employees, contractors, consultants, and stakeholders associated with Genesis Property.

3. Definitions

- **Inclusion:** Creating an environment where everyone feels welcomed, respected, supported, and valued for their uniqueness.
- **Diversity:** Encompassing the range of human differences, including but not limited to race, ethnicity, gender & identity, sexual orientation, age, social class, physical ability, religion, and nationality.

4. Policy Statements

4.1. Commitment to Diversity

Genesis Property is committed to:

- Actively seeking diverse talents at all levels.
- Ensuring equal opportunity in recruitment, hiring, training, and promotion all practices.
- Embracing diverse perspectives to enhance decision-making and innovation.

4.2. Inclusive Workplace Environment:

Genesis Property will:

- Foster a culture where inclusivity is integral to our day-to-day operations and interactions.
- Provide training and free access resources to employees on diversity, equity, and inclusion (DEI) topics.
- Ensure that all company policies and practices support an inclusive environment.

4.3. Anti-Discrimination and Anti-Harassment

Genesis Property prohibits:

- Discrimination and harassment based on any protected characteristic as defined by hereunder company policy.
- Retaliation against individuals who report discrimination or harassment or who willfully participate in an investigation.

5. Responsibilities

5.1. Leadership Responsibilities

- Lead by example while successfully promoting diversity and inclusion.
- Allocate resources and support initiatives aimed at improving DEI.
- Regularly review and update DEI policies and practices.

5.2. Human Resources Responsibilities

- Implement recruitment strategies that attract a diverse pool of candidates.
- Provide DEI training programs for all employees.
- Monitor and report on DEI metrics and progress.

5.3. Employee Responsibilities

- Participate in DEI training and initiatives.
- Respect various backgrounds value and diverse perspectives of fellow colleagues.
- Promptly report any instances of discrimination or harassment.

6. Implementation Strategies

6.1. Recruitment and Hiring

- Develop partnerships with inclusive professional organizations and diverse educational institutions.
- Use inclusive job descriptions and unbiased recruitment practices.
- Ensure diverse representation in all hiring panels.

6.2. Training and Development

- Conduct regular DEI training and development for all employees.
- Offer mentorship and sponsorship programs, supporting the career advancement of underrepresented groups.
- Encourage continuous learning about DEI through workshops, seminars and online resources.

6.3. Employee Resource Groups (ERGs)

- Support the establishment of ERGs, providing a platform for employees to connect and share experiences.
- Allocate resources and executive sponsorship to ERGs.

6.4. Communication and Awareness

- Regularly communicate the importance of DEI through internal channels.
- Celebrate diversity through events, awareness days and cultural celebrations.

7. Monitoring and Reporting

7.1. Data Collection and Analysis

- Collect and analyze data on workforce demographics, recruitment, retention, and promotion.
- Conduct employee surveys to benchmark the inclusiveness in the workplace habitat.

7.2. Accountability and Transparency

- Publish annual DEI reports, sharing progress and identifying areas for improvement.
- Set measurable DEI goals and hold leadership accountable for achieving all measurable milestones.

8. Policy Review

- This policy will be reviewed annually thus ensuring it remains viable, relevant, and effective.
- Feedback from employees and stakeholders will be taken into consideration as per the reviewer's official guidance process.

9. Contact Information

For questions or concerns regarding this policy, please contact the Human Resources Department at (hr@genesisproperty.net).

By implementing and adhering to this policy, Genesis Property can create a more inclusive and diverse workplace that benefits all employees and enhances overall organizational performance.

Nov. 2023

HR Department