



Reviewed August 2024

POLICY ON NON-DICRIMINATION

DISCRIMINATION

Discrimination is treating people differently because of their characteristics such as race, ethnicity, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, marital status, pregnancy status, physical appearance, HIV status, age, or any other prohibited reason which results in the impairment of equality of opportunity and treatment. Discrimination may be direct or indirect. It does not have to be intentional. Practices and behaviors that result in unequal treatment of people with different characteristics is still discrimination. Harassment that creates intimidation, hostility, or a humiliating work environment is also considered discrimination if it is based upon some discriminatory grounds. All employees are to be free from discrimination in the workplace.

ZERO TOLERANCE POLICY

DAI, is committed to maintaining a hostile-free work environment and upholds a strict zero tolerance policy against harassment, discrimination, and retaliation in the workplace. Behavior of a sexual, discriminatory, or retaliatory nature is unacceptable conduct and will not be tolerated. It is every employee's duty and responsibility to uphold such policies and to maintain a positive and productive work atmosphere in which all employees have the opportunity to work at their best level free of any adverse behaviors. Any employee violating these policies is subject to disciplinary action, which may include immediate termination of employment.

NO PRACTICE OF DISCRIMINATION

DAI, and all its employees, shall not practice or condone any form of discrimination in the workplace in terms of hiring, remuneration, overtime, access to training, promotion, or termination based upon race, ethnicity, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, marital status, pregnancy status, physical appearance, HIV status, or age, or any other applicable prohibited basis. All individuals who are fit for work shall be accorded equal opportunities and shall not be discriminated against on the basis of any of these factors which are unrelated to their ability to perform their work.

SEXUAL HARASSMENT

Sexual harassment may include, but is not limited to unwelcome sexual advances, request for sexual favors, leers, unsolicited and non-accidental caressing, references to sexual stereotypes, discussions of sexual activity, jokes of a sexual nature, or other verbal or physical conduct of a harassing nature. These actions constitute sexual harassment when submission to such conduct is: (1) a condition for employment, (2) a basis for decisions affecting an employee's career, (3) when such conduct has the effect of

interfering with an employee's performance, or (4) when such conduct creates an intimidating, hostile, or offensive work environment. For example, references of a sexual nature, telling jokes of a sexual nature, and similar actions violate this policy against sexual harassment.

ANTI-BULLYING

In addition to the Company's anti-harassment policy, the Company believes it necessary to delineate a policy regarding workplace bullying, as such bullying has numerous negative effects on both individual employees and the Company as a whole. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale, and create legal risk. The Company believes all employees should be able to work in an environment free of bullying and abusive conduct. Workplace bullying refers to repeated, unreasonable actions of individuals (or a group) directed towards an employee (or a group of employees), which are intended to intimidate, degrade, humiliate or undermine; or which create a risk to the health or safety of the employee (s). Some examples of workplace bullying include repeated acts such as.

- Unwarranted or invalid criticism
- Blame without factual justification
- Being treated differently than the rest the employees in a work group
- Being treated of cussing or disrespectful language
- Exclusion or social isolation
- Being the target of shouting or other behavior intended to humiliate the employee
- Excessive "prank" jokes or teasing of an employee

The Company considers workplace bullying unacceptable and will not tolerate it under any circumstances. Supervisors and managers are to assume the responsibility to ensure employees are not bullied. Any employee who bullies a co-worker will be subject to disciplinary action, up to and including termination of employment. The Company encourages all employees to report workplace bullying to a supervisor or manager with whom employee are comfortable speaking, or directly to their supervisor, manager or designer. All complaints of workplace bullying will be treated seriously and investigated promptly. In the investigation process, the Company will attempt to maintain confidentiality to the fullest extent possible. It is a violation of Company policy to retaliate or otherwise victimize an employee who makes a complaint or witness who serves in the investigation of the workplace bullying allegation.

DISCRIMINATION AND OTHER ILLEGAL HARASSMENT

Adverse, discriminatory, or harassing conduct towards any individual because of race, color, creed, religion, ancestry, sex, marital status, sexual orientation, age, gender, national origin, physical or mental disability, military service, or any other status protected by law is absolutely prohibited. This includes "stereotyping," "cultural bashing," or any implied or actual expression of prejudice or bias.

NO RETALIATION

Retaliation against any individual for complaining about harassment or discrimination or for assisting in the investigation of a complaint is unacceptable and will not be tolerated.

REPORTING HARASSMENT

Any employee who has knowledge of any of the above prohibited behaviors expressed toward another employee, a customer, co-workers, vendors, or any other person must bring the matter to the attention of company management immediately. Such improper behavior should be reported Dana Augustine, Inc to your immediate supervisor who is then responsible for notifying company management. Any such complaints will be handled immediately in a discreet and appropriate manner.

Sincerely, J Boyd Lott