



EEO AND NON-DISCRIMINATION POLICY

Eagon USA Corp. is unalterably committed to the principles of Equal Employment Opportunity (EEO) for all employees and applicants for employment, and providing a safe, respectful and inclusive environment for all our employees, customers and stakeholders.

It is the policy of Eagon USA Corp. that all employment practices will be non-discriminatory and shall be applied without regard to any individual's actual or perceived race, color, religion, sex, age, disability, sexual orientation, gender identity or expression, pregnancy, alien status, citizenship, or other personal characteristic(s) as may be protected by applicable law.

We comply with all laws and regulations regarding equal employment opportunity and anti-discrimination. We also strive to promote a culture of fairness, equity and respect in our workplace. We value diversity and do not tolerate any form of discrimination, harassment or victimization

In support of our EEO policy, Eagon USA Corp. is committed to provide a workplace free of sexual or any other form of illegal harassment, coercion or intimidation. Actions, words, jokes or comments based on an individual's race, color, religion, sex, national origin, ancestry, handicap, marital status, pregnancy, sexual orientation, alien status, citizenship or any other legally protected characteristic(s) will not be tolerated.

Scope

This policy applies to:

- All employees, contractors, interns, volunteers and other representatives of our organization
- All aspects of employment, including recruitment, selection, training, promotion, compensation, benefits, performance evaluation, discipline and termination
- All interactions with customers, clients, partners, suppliers and other stakeholders
- All work-related activities, events, meetings and communications, whether on-site or off-site

Policy Elements

Discrimination is any negative action or attitude directed toward someone because of his or her protected characteristics. Harassment is any unwelcome conduct based on protected characteristics that creates an intimidating, hostile or offensive work environment. Victimization is any adverse treatment of someone who has made or supported a complaint of discrimination or harassment.

Examples of discrimination,

Harassment and victimization include, but are not limited to:

Making derogatory comments, jokes or insults about someone who has protected characteristics

Excluding someone from work-related opportunities or activities because of their protected characteristics

Displaying offensive images or symbols related to someone who has protected characteristics

Asking inappropriate questions or making assumptions about someone's personal life based on their protected characteristics

Making unwanted sexual advances or requests for sexual favors

Touching someone inappropriately or without their consent

Threatening, coercing or retaliating against someone who has made or supported a complaint of discrimination or harassment

We do not accept any form of discrimination, harassment or victimization in our workplace. Anyone who violates this policy will be subject to disciplinary action, up to and including termination.

Responsibilities

All staff members are responsible for:

- Following the standards of behavior outlined in this policy
- Treating everyone with dignity, courtesy and respect
- Supporting people who experience discrimination, harassment or victimization, including providing information about how to make a complaint
- Avoiding gossip and respecting the confidentiality of complaint resolution procedures

Managers and supervisors are also responsible for:

- Modeling appropriate standards of behavior
- Educating staff members about their obligations under this policy and the law

- Intervening quickly and appropriately when they become aware of inappropriate behavior
- Reporting any complaints or incidents of discrimination, harassment or victimization to the Human Resources department

The Human Resources department is responsible for:

- Implementing and reviewing this policy regularly
- Providing training and guidance on diversity, inclusion and anti-discrimination issues
- Receiving and investigating complaints of discrimination, harassment or victimization in a fair, timely and confidential manner
- Taking appropriate corrective and preventive actions to address any violations of this policy

Complaint Procedure

If you experience or witness any behavior that violates this policy, you have the right to report it without fear of retaliation. You can choose one or more of the following options:

- Talk to the person directly if you feel comfortable doing so. Explain how their behavior affects you and ask them to stop.
- Report the incident to your manager, supervisor or another trusted person in your team.
- Contact the Human Resources department by phone, email or in person.

When you make a complaint,

Please provide as much detail as possible, such as:

- The name(s) of the person(s) involved
- The date(s) and location(s) of the incident(s)
- A description of what happened
- Any witnesses or evidence that support your complaint
- The outcome you are seeking

The Human Resources department will acknowledge your complaint within 48 Hours and assign an investigator, who will conduct interviews with you.



Lauren Huseby