

## SECTION 2: DIVERSITY STANDARD

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### 2.1 Purpose and Scope

This standard implements the *Human Resources Policy*.

#### 2.1.1 Overview

Smooth Sailing Solutions is committed to promoting equality and diversity and promoting a culture that actively values difference and recognizes that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work. Smooth Sailing Solutions is an inclusive organization, where diversity is valued, respected, and built upon. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments, programs, and offices. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.

#### 2.1.2 Purpose

The purpose of this standard is to provide guidance for fostering and maintaining diversity within Smooth Sailing Solutions.

#### 2.1.3 Scope

This standard applies to all employees, contractors, consultants, temporary and other workers at Smooth Sailing Solutions and its subsidiaries, as well as those who have submitted applications for same to Smooth Sailing Solutions.

Issues regarding harassment are covered in the *Non-Discrimination and Anti-Harassment Standard*.

Document Name

## 2.2 Standard

Smooth Sailing Solutions is committed to ensuring that existing employees and job applicants are treated fairly in an environment which is free from any form of unlawful discrimination.

1. Smooth Sailing Solutions will hire, promote, transfer, terminate, and make all other employment-related decisions without regard to an employee's sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), race, color, ancestry, sexual orientation, gender, gender identity, gender expression, national origin, religious creed, age, marital status, physical or mental disability, genetic information, pregnancy, medical condition, military or veteran status, or any other basis prohibited by local, state or federal law.
2. Employees and job applicants, or workers are treated fairly in an environment which is free from any form of discrimination with regard to: caring responsibilities, part-time employment, or membership or non-membership of a trade union.
3. Smooth Sailing Solutions will not tolerate processes, attitudes, and behavior that amounts to direct discrimination, associative discrimination, discrimination by perception, indirect discrimination, harassment, victimization, and bullying through prejudice, ignorance, thoughtlessness, and stereotyping. See the *Non-Discrimination and Anti-Harassment Standard*.
4. All employment-related policies, standards, and procedures are applied impartially and objectively.
5. Smooth Sailing Solutions is committed to providing all employees with the opportunity to develop and realize their full potential in an atmosphere of dignity and respect.
6. Smooth Sailing Solutions is committed to ensuring its employees and managers are trained in equality and diversity.
7. HUMAN RESOURCES will monitor, review, and report on Smooth Sailing Solutions's progress in meeting this standard.

## 2.3 Compliance and Control

HUMAN RESOURCES will verify compliance to this standard through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

Any exception to the standard must be approved by HUMAN RESOURCES in advance.

**Document Name**

An employee found to have violated this standard may be subject to disciplinary action, up to and including termination of employment.

Section 2: *Diversity Standard* is a controlled document. While this document may be printed, the electronic version maintained on the Smooth Sailing Solutions POLICY DOCS LOCATION is the controlled copy. Any printed copies of this document are not controlled.

**Document Section Classification:** Internal Only

**2.3.1 Related Policies, Standards, and Procedures**

- *Non-Discrimination and Anti-Harassment Standard*

**2.3.2 Change Control**

**Table 2-1: Amendment History**

Version	Date	Person	Description of Change
0.1	June 18 2019	T. Ryng	Initialization per template.

**2.3.3 Review and Approval**

This document is valid as of [date].

The owner of this document is indicated in Table 2-2. This person must review and, if necessary, update the document at least annually.

**Table 2-2: Approval**

Name	Title	Signature	Date

