**Date:** January 28, 2025

**To All Staff,**

We appreciate you expressing concerns about the inclusiveness of our workplace. Every team member should feel respected and heard. We are committed to making our workplace better for everyone and acknowledge that there is always room for improvement.

Some of you have told us about issues such as not having equal opportunities for growth or advancement, which appears to negatively impact certain groups. We take these matters seriously since they violate our fundamental principles of fairness and respect and we establishing a team to have a solution for this issue.

Here are the steps we are going to take:

1.**DEI Training Programs**: Beginning the following period, we will begin offering training courses on diversity, equity, and inclusion to all. This will improve our mutual understanding and support.

2.**Formation of a Diversity Committee**: A new group of individuals from several departments within our organization will be established. This group will assist in directing our diversity initiatives and ensuring the equity of our policies.

3. **Review of Hiring and Promotion Practices**: We will examine how we hire and promote people to identify and correct any unfairness, ensuring that these processes are fair for everybody.

Our attempts to establish an environment where everyone can prosper and feel like they belong are just getting started with these steps.

**Call to Action**Please participate in the March 05, 2025, inclusion workshop and use our new anonymous feedback mechanism beginning February 01, 2025, to offer your thoughts. Your involvement is important as we collaborate to improve our workplace.

We sincerely appreciate your dedication to creating an inclusive workplace and are ready to collaborate with you on these significant projects.

**Sincerely,**Md Asif Karim  
Manager of Operations