

Cognitive Automation Labs: Fair Work and Discrimination

Contents

| | |
|--|---|
| 1. Introduction | 1 |
| 2. Scope | 1 |
| 3. Definitions | 1 |
| 4. Non-Discrimination and Fair Work Policy | 2 |
| 5. Disability Accommodations..... | 2 |
| 6. Discrimination Complaint Procedure | 2 |
| 7. Disciplinary Measures | 2 |
| 8. Training and Awareness..... | 2 |
| 9. Monitoring and Review..... | 2 |
| 10. Policy Implementation..... | 2 |
| 11. Amendments and Updates | 2 |

1. Introduction

Cognitive Automation Labs is committed to providing a work environment where all employees are treated with respect and dignity. We strictly adhere to the principles of fairness, equality, and non-discrimination. This policy outlines our commitment to these principles.

2. Scope

This policy applies to all employees of Cognitive Automation Labs, including full-time, part-time, temporary, contract, and remote employees, as well as interns, volunteers, and job applicants.

3. Definitions

Discrimination: Treating someone less favourably due to their race, color, national origin, sex, gender identity, sexual orientation, religion, disability, age, marital status, family status, or any other characteristic protected by law.

Fair Work: Ensuring all employees have equal access to opportunities, benefits, and protections at work.

4. Non-Discrimination and Fair Work Policy

We are committed to a fair and equitable workplace where discrimination, in any form, is strictly prohibited. We will ensure that all employment decisions, including but not limited to hiring, promotion, compensation, benefits, training, termination, and retirement, are based on merit, qualifications, and abilities.

5. Disability Accommodations

We are committed to providing reasonable accommodations for employees with disabilities. Employees requiring accommodations should notify their supervisor or the Human Resources Department.

6. Discrimination Complaint Procedure

Any employee who believes they have been the victim of discrimination should report the incident to their supervisor or the Human Resources Department. All complaints will be investigated promptly and confidentially.

7. Disciplinary Measures

Any employee found to be in violation of this policy may face disciplinary action, up to and including termination of employment.

8. Training and Awareness

We will provide regular training to all employees to ensure understanding and compliance with this policy. We will also take measures to promote awareness of this policy and its importance to our organization.

9. Monitoring and Review

This policy will be regularly monitored and reviewed to ensure its effectiveness and compliance with applicable laws.

10. Policy Implementation

This policy is effective immediately upon distribution to all employees.

11. Amendments and Updates

This policy may be amended or updated at any time to ensure its effectiveness and alignment with evolving laws and regulations.

12. Policy Review

Cognitive Automation Labs may make changes to this policy from time to time.

| | |
|----------------|--|
| Prepared by: | Joanne Parsons – Head of Business Administration |
| Approved by: | Jonathan Parsons – Co-Founder & CEO |
| Last Modified: | 11/10/2022 |