

Diversity, Equity & Inclusion (DEI) Policy

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Company: NMT

Region: Global

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1. Purpose and Scope of the Policy

The Diversity, Equity & Inclusion (DEI) Policy establishes NMT's commitment to cultivating a workplace where diversity is embraced, equity is promoted, and inclusion is actively practiced. The purpose of this policy is to define organizational standards and expectations that ensure fair treatment, representation, and belonging for all individuals.

This policy applies to all employees, contractors, interns, vendors, partners, and stakeholders across NMT's global operations. It governs all areas of the employment lifecycle—recruitment, onboarding, performance evaluations, promotions, workplace behavior, leadership practices, and organizational decision-making.

2. Definitions

Diversity

The representation of varied identities, backgrounds, experiences, perspectives, and abilities within the workforce. This includes but is not limited to race, ethnicity, gender, age, disability, sexual orientation, nationality, religion, socio-economic background, and professional experience.

Equity

The fair and consistent treatment of all individuals by ensuring access to opportunities, resources, and support tailored to their needs. Equity addresses systemic barriers and works to eliminate disparities across all dimensions of the workplace.

Inclusion

The practice of creating an environment where all individuals feel welcomed, respected, valued, and encouraged to contribute fully. Inclusion promotes psychological safety and enables meaningful participation from all team members.

3. Guiding Principles

1. **Fairness** – Ensuring unbiased decision-making and equal access to opportunities across all levels.

2. **Respect** – Treating every individual with dignity, professionalism, and consideration.
 3. **Belonging** – Fostering a sense of community where individuals feel connected, accepted, and supported.
 4. **Representation** – Promoting diverse participation in teams, leadership, and organizational initiatives.
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4. Recruitment and Promotion Practices

NMT is committed to equitable talent acquisition and career advancement processes. Key practices include:

- Crafting inclusive job descriptions free of discriminatory language
- Sourcing candidates from diverse talent pipelines
- Implementing structured, bias-free screening and interview procedures
- Applying transparent, competency-based promotion criteria

These practices help ensure fair access to career opportunities and foster a more representative workforce.

5. Training and Awareness Programs

To support ongoing learning and cultural competency, NMT provides:

- Mandatory DEI training for all employees
- Workshops, seminars, and dialogue sessions on inclusive behavior and bias awareness
- Leadership development programs tailored to inclusive team management

Training is refreshed periodically to reflect emerging best practices and global DEI standards.

6. Inclusive Workplace Practices

NMT aims to create an environment where everyone can participate meaningfully and access resources equitably. Inclusive practices include:

- Using inclusive and culturally sensitive language
- Hosting events and activities that reflect diverse backgrounds and perspectives
- Ensuring accessibility in digital tools, office spaces, communication channels, and documentation

NMT supports accommodations that help employees perform effectively and feel valued.

7. Equal Pay and Career Progression

NMT is dedicated to ensuring equitable compensation and access to growth opportunities. This includes:

- Conducting scheduled pay equity audits to identify and correct disparities
 - Providing equal access to development programs, mentorship, and learning pathways
 - Clearly defining and communicating career progression frameworks
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8. Anti-Discrimination and Anti-Harassment Stance

NMT maintains a zero-tolerance approach to discrimination and harassment of any kind. The organization ensures:

- Immediate access to clear and confidential reporting mechanisms
- Prompt and impartial investigation into all concerns raised
- Protection against retaliation for individuals reporting or participating in investigations

This stance reinforces NMT's commitment to a safe and inclusive environment for all.

9. Responsibilities

9.1 Employees

- Demonstrate and promote DEI values in daily interactions
- Complete mandatory DEI training sessions
- Report discriminatory behaviors or concerns promptly

9.2 Managers

- Lead by example through inclusive behaviors and decision-making
- Ensure team understanding of DEI principles and practices
- Support the development and retention of diverse talent

9.3 Human Resources (HR)

- Develop, implement, and monitor DEI initiatives and programs
- Support employees and managers in resolving DEI-related concerns
- Ensure compliance with internal policies and legal requirements

9.4 Leadership

- Champion DEI at strategic and operational levels
- Allocate appropriate resources for DEI initiatives
- Establish measurable goals and track progress toward DEI commitments

10. Reporting and Accountability Mechanisms

- Anonymous reporting channels are available to all employees for raising concerns.
- All reports are investigated promptly, confidentially, and impartially.
- Managers and leaders are held accountable for fostering inclusive environments and addressing issues swiftly.

11. Metrics and Monitoring

NMT measures DEI progress using indicators such as:

- Diversity representation in hiring, promotions, and leadership
- Employee retention and engagement outcomes
- Participation in DEI programs

Quarterly reports are submitted to leadership to evaluate progress and identify focus areas.

12. Continuous Improvement Loop

NMT continuously strengthens DEI efforts through:

- Feedback mechanisms such as surveys and listening sessions
 - Annual reviews of DEI policies and programs
 - Iterative updates based on organizational needs and global DEI trends
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13. Appendix

13.1 Examples of Inclusive Behaviors

- Actively listening to colleagues and valuing all viewpoints
- Using individuals' preferred pronouns and names
- Encouraging equal participation during meetings and discussions

13.2 Manager Checklist

1. Ensure diverse representation on hiring panels
 2. Promote completion of DEI training across the team
 3. Conduct regular check-ins to understand employee needs and concerns
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This DEI Policy affirms NMT's commitment to cultivating a workplace where all individuals feel respected, valued, and empowered to contribute meaningfully to the organization's success.