

## **MadeUpName, LLC**

### **Diversity, Equity, Inclusion & Belonging (DEIB) Policy**

#### **Purpose**

At MadeUpName, LLC, we believe that diverse perspectives drive creativity, innovation, and excellence. This policy outlines our commitment to building an equitable and inclusive environment where every employee feels valued, respected, and empowered to contribute fully.

#### **Scope**

This policy applies to all employees, contractors, and job applicants at MadeUpName, LLC.

#### **1. Commitment to Diversity and Inclusion**

We are dedicated to: - Recruiting and retaining a diverse workforce reflective of our community and industry.

- Creating equitable access to opportunities, training, and advancement.
- Fostering a workplace culture where all employees feel a sense of belonging.

#### **2. Equal Opportunity Practices**

Employment decisions are made based on merit, qualifications, and performance. Discrimination or harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status, or any other protected characteristic is prohibited.

#### **3. Inclusive Workplace Culture**

MadeUpName, LLC promotes inclusion by: - Encouraging open dialogue and respectful communication.

- Recognizing and celebrating cultural and individual differences.
- Providing accessible and inclusive physical and virtual workspaces.

#### **4. Equity in Policies and Practices**

We continuously review policies and processes to remove bias and ensure fairness in: - Recruitment and promotion practices.

- Pay and compensation reviews.
- Access to learning, mentoring, and leadership opportunities.

#### **5. Employee Involvement**

Employees are encouraged to: - Participate in DEIB initiatives, discussions, and events.

- Bring forward ideas for improving inclusion and belonging.
- Treat all colleagues with respect and empathy.

#### **6. Manager and Leadership Responsibilities**

Leaders are expected to: - Model inclusive behaviors.

- Actively address bias and discrimination.
- Promote equal access to career growth and resources.
- Support team members in creating a respectful, psychologically safe environment.

## **7. Training and Awareness**

Mandatory DEIB training will be provided to all employees to increase awareness and promote inclusive practices.

## **8. Reporting Concerns**

Employees may report concerns related to discrimination or exclusion to HR under the Whistleblower & Reporting Policy. All reports will be reviewed confidentially.

## **9. Accountability**

HR will measure DEIB progress through surveys, feedback, and representation metrics, and share key outcomes with leadership.

**Effective Date:** January 2025

**Next Review Date:** January 2026

**Policy Owner:** Human Resources Department