

Workplace Diversity and Inclusion Standard Operating Procedure

Nexus Intelligent Systems, Inc.

Effective Date: January 22, 2024

1. PURPOSE AND SCOPE

1 This Workplace Diversity and Inclusion Standard Operating Procedure ("Procedure") establishes the comprehensive framework for promoting diversity, equity, and inclusion within Nexus Intelligent Systems, Inc. (the "Company").

2 This Procedure applies to all employees, contractors, consultants, and board members, regardless of employment status, position, or geographic location.

2. DEFINITIONS

1 "Diversity" shall mean the presence of differences within a given setting, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, socioeconomic status, physical abilities, religious beliefs, and professional experiences.

2 "Inclusion" shall mean the practice of ensuring that people feel a sense of belonging, respect, and support within the workplace environment.

3. CORE PRINCIPLES

1 Non-Discrimination Commitment

The Company is committed to maintaining a workplace free from discrimination, harassment, and retaliation. All employment decisions shall be based solely on merit, qualifications, and business requirements.

2 Equal Opportunity

The Company shall provide equal employment opportunities to all individuals, ensuring fair treatment and eliminating barriers to professional advancement.

4. RECRUITMENT AND HIRING PRACTICES

1 Diverse Candidate Pipeline

- Implement targeted recruitment strategies to attract diverse talent

- Utilize multiple recruitment channels, including historically Black colleges and universities, professional diversity networks, and inclusive job platforms
- Require diverse candidate representation in initial interview pools

2 Blind Recruitment Protocols

- Implement anonymized initial screening processes
- Remove identifying information from initial application materials
- Standardize interview evaluation criteria to minimize unconscious bias

5. PROFESSIONAL DEVELOPMENT AND ADVANCEMENT

1 Mentorship and Sponsorship

- Establish formal mentorship programs targeting underrepresented groups
- Create sponsorship opportunities for high-potential diverse talent
- Track and report on mentorship program effectiveness annually

2 Leadership Development

- Develop leadership training programs with explicit diversity and inclusion curriculum
- Set measurable goals for diverse representation in management and executive roles
- Conduct annual leadership diversity assessment

6. COMPENSATION AND BENEFITS

1 Pay Equity

- Conduct annual comprehensive pay equity analyses
- Implement transparent salary bands
- Address any identified compensation disparities

2 Inclusive Benefits

- Offer flexible benefits supporting diverse family structures
- Provide comprehensive healthcare coverage inclusive of LGBTQ+ needs
- Support employees with disabilities through adaptive workplace technologies

7. TRAINING AND EDUCATION

1 Mandatory Training

- Require annual unconscious bias and cultural competency training
- Develop interactive, scenario-based learning modules
- Measure training effectiveness through pre- and post-training assessments

2 Continuous Learning

- Create resource libraries on diversity and inclusion topics
- Host quarterly speaker series featuring diverse thought leaders
- Support employee-led diversity and inclusion committees

8. ACCOUNTABILITY AND MEASUREMENT

1 Diversity Metrics

- Establish quantitative diversity representation goals
- Publish annual diversity and inclusion report
- Link executive compensation to diversity and inclusion performance metrics

2 Reporting Mechanisms

- Implement confidential reporting channels for potential discrimination
- Ensure non-retaliation protections for employees reporting concerns
- Conduct thorough and impartial investigations of all reported incidents

9. GOVERNANCE

1 Executive Oversight

The Chief Strategy Officer shall have direct responsibility for implementing and monitoring this Procedure, with quarterly reporting to the Board of Directors.

10. AMENDMENTS AND REVIEW

1 This Procedure shall be reviewed annually and may be modified with approval from the Executive Leadership Team.

11. ACKNOWLEDGMENT

By implementing this Procedure, Nexus Intelligent Systems, Inc. reaffirms its commitment to creating a workplace where every individual can thrive, contribute meaningfully, and realize their

full potential.

Approved by: Sarah Williamson, Chief Strategy Officer

Date: January 22, 2024