

Policy on Diversity, Equity, Inclusion, and Belonging in the Workplace

Intent

Diversity and inclusion have always been a part of BTB values. BTB fosters diversity, equity, inclusion, and belonging in the workplace. We believe that employee diversity yields a wealth of different, interesting perspectives.

We celebrate and welcome diversity among all our employees, stakeholders, and suppliers.

BTB has developed this policy to uphold its commitment to maintaining an environment where everyone feels like they belong and where their dignity, beliefs, and identity are valued. To do so, we will continue to create a positive workplace and an inclusive culture that fosters fair opportunities for all employees based on individual qualifications and work experience.

Definitions

Belonging: Feeling supported, valued, and accepted.

Dignity: Being treated with respect.

Discrimination: Treating a person unfairly or differentially based on prohibited bases that create a burden, obligation, or disadvantage that is not imposed on others or that limits access to opportunities, advantages, and benefits available to other members of the company.

Diversity: The presence of a variety of unique qualities, identities, or experiences.

Equity: Access to fair opportunities that take into account a person's unique lived experiences based on protected elements under human rights legislation.

Inclusion: Creating a culture that embraces, values, and respects diversity, and supports everyone through fair practices.

Microaggressions: Statements, actions, or incidents considered examples of indirect, subtle, or involuntary discrimination against the members of a marginalized group, such as a racial or ethnic minority.

Prohibited grounds: Characteristics that employers may not use as grounds for discrimination against a person or group under human rights legislation, such as age, ancestry, citizenship, colour, religion, handicap, ethnic origin, family status, marital status, place of origin, race, sex, and sexual orientation. Also called protected characteristics.

Unconscious biases: Inclinations or assumptions (such as stereotypes and prejudices) that a person may hold about social or identity groups or the people who belong to these groups.

BTB Commitment

BTB is committed to complying with relevant human rights, equity, and privacy legislation to prevent discrimination on prohibited grounds. BTB is also committed to using best practices to improve diversity, equity, inclusion, and belonging in every BTB field of operation, such as recruitment and promotions. With the collaboration of the human resources team, management will track and analyze these best practices annually.

BTB wishes to employ a culturally competent workforce by:

- Providing its employees with appropriate diversity, equity, inclusion, and belonging training.
- Ensuring management teams are trained on unconscious biases when it comes to recruitment, performance management, and termination.
- Fostering positive attitudes toward cultural differences.
- Raising awareness and eliminating unconscious biases and the negative impact of prejudices, discrimination, and microaggressions.
- Learning from people with varied backgrounds and experiences.

Equal Opportunities

Employees will not be discriminated against on the basis of a protected characteristic they may have in actions or decisions related to hiring, compensation, promotion, benefits, job assignments, transfers, layoffs, layoff recalls, company-supported programs or events, or any other opportunity.

Fair upskilling opportunities will be provided to all employees and promotion criteria will be clearly defined. Employee-related decisions will be made based on employee qualifications and performance and the successful completion of the internal process. Protected characteristics will not be used against a person when it comes to promotions or any other opportunities. The company will ensure management teams are properly trained on unconscious biases, diversity and inclusion, and the appropriate way to assess and promote employees fairly.

Accommodations

In accordance with human rights legislation, the company will provide accommodation measures to people who require them. Any person who needs accommodations should notify the human resources department.

Training

BTB may use various training initiatives to foster cultural skills. Employees will receive training on diversity, equity, inclusion, and belonging as part of their onboarding and whenever the company identifies a need for refresher or new training on the matter. Training is fully inclusive and will not be unjustly given or refused to employees.

Recruitment

BTB is committed to adopting fair and equitable practices when it comes to hiring and maintaining a qualified workforce. The company and its hiring managers will always seek to hire the most qualified applicant to a position. Protected characteristics will not be used against a person during the hiring process.

The company will ensure that its search and hiring processes are fair and equitable, so that every applicant has a fair chance throughout the process, whatever protected characteristics they may have. The company will ensure that all employees who play a role in the recruitment process are trained on unconscious biases in order to foster objectivity in their hiring decisions. Employees with various backgrounds, experiences, and identities will take part in the recruitment process and will conduct interviews with a diverse field of applicants, when possible. The company will also provide necessary and reasonable accommodations to applicants throughout the recruitment process.

Complaint Handling Process

If an employee believes this policy has been violated, they may submit a verbal or written complaint to the human resources department. The complaint will be examined and handled confidentially.