



NOVITEX EQUAL EMPLOYMENT OPPORTUNITY POLICY

We respect diversity and accordingly are an equal opportunity employer that does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, citizenship status, age, disability, gender/sex, marital status, sexual orientation, gender identity, gender expression, family status or any other characteristic protected by applicable federal or provincial legislation.

Our management team is dedicated to ensuring the fulfillment of this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

We will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified applicants and employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. Any applicant who needs assistance or employee who needs assistance to perform his or her job duties because of a physical or mental condition should contact their HR Business Partner.

Employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their HR Business Partner or the HR Director. Employees also may report concerns anonymously pursuant to the Company's Ethics Hotline Policy. The following two reporting lines are available:

- Hotline Phone Number: **800-258-0716**
- Employee Webform URL: www.exelatechhotline.com
- We will not allow any form of retaliation against employees or applicants who raise issues of equal employment opportunity in good faith. To ensure our workplace is free of artificial barriers, violation of this policy may result in disciplinary action, up to and including discharge.

