



GENERAL POLICIES

No: 1.2

Date: August 16, 2021

Responsible: Human Resources

**DIVERSITY, EQUITY, AND INCLUSION
POLICY**

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RELATED POLICIES

- Whistleblower policy and Ethics Point

RELATED DIRECTIVES

1. Introduction

The International Fertilizer Development Center (IFDC) is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. IFDC recognizes and values the contribution of people with a diverse background in capabilities, experience, and perspectives. Diversity encompasses gender, age, experience, education, ethnicity, religious, sexual orientation and cultural backgrounds as well as other dimensions such as lifestyle and family responsibilities.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity, equity and inclusion policy and initiatives should seek assistance from a supervisor or an HR representative.

2. Purpose of this Policy

IFDC is committed to:

- A workplace which is free from discrimination, harassment, and bullying;
- Treating employees fairly and with mutual respect;
- Fostering respectful communication and cooperation between all employees;
- A workplace culture that is inclusive and embraces individual differences;
- Equal employment opportunities based on ability, performance, and potential;
- Making all staff aware of their rights and responsibilities with regards to fairness, equity, and respect for all aspects of diversity; and
- Attraction, retention, and development of a diverse range of talented, energetic, and committed people.

3. Application to IFDC

3.1 Recruitment and Selection

Equal opportunity is integral to the recruitment and selection practices at IFDC. IFDC recognizes the value in recruiting, employees with different backgrounds, knowledge, experiences, perspectives, and beliefs.

3.2 Other Initiatives and Practices

Equal opportunity, equity and inclusion also applies to all other practices and policies that are in place at IFDC such as training, promotions, compensations and benefits, layoffs or terminations amongst others.

3.3 Work Life Balance

Establishes work schedules that are fair to everybody, recognizes IFDC's global operation and provides certain flexibility to accommodate both IFDC' and employees' varying needs.

4. Humane Treatment

All employees have a responsibility to always treat others with dignity and respect. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events.

IFDC operates fertilizer pilot plants and may advise fertilizer manufacturers on process improvements. As a result, employees involved with processes of producing fertilizers are required to follow safety procedures and wear safety equipment to avoid harm from hazardous substances, unsafe temperature exposure, noise levels or vibrations.

No work that exposes employees to physical, psychological, or sexual abuse is permitted.

5. Reporting Violations

If employees believe they have been subjected to any kind of discrimination that conflicts with IFDC's diversity, equity and inclusion policy should seek assistance informing his supervisor or report using IFDC's EthicsPoint confidential reporting system. ([EthicsPoint - International Fertilizer Development Center](#))

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action including termination of employment.