



# BORDEN & REMINGTON *CORP.*

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## B&R EMS-PLAN-044

### BORDEN & REMINGTON CORP. WORKFORCE DIVERSITY, EQUITY AND ANTI HARASSMENT POLICY

Borden & Remington Corp. is committed to workforce diversity, creating equity across our systems, and fostering and advancing a culture of inclusion. Our culture of belonging is about uniting different backgrounds, beliefs, abilities and experiences in an environment where everyone feels valued and works together to achieve meaningful outcomes. We strive to create an inclusive environment and respect the dignity and diversity of all people. We focus on how we engage with one another which inspires us to take purposeful action to support our employees, contractors, vendors and the communities and customers we serve.

The Policy applies to all employees and anyone conducting work on behalf of Borden & Remington Corp. This makes diversity, equity and inclusion (DEI) everyone's responsibility. Our Diversity, Equity and Inclusion (DEI) Policy sets out the principles and requirements by which Borden & Remington Corp. will enforce DEI throughout the organization. The Policy is applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity.

It is also critical to embed DEI into our business strategies to better serve the needs of our diverse customers. We are continuing our work to build a workforce that reflects the diversity of our community. We are also focusing our attention on and achieving and maintaining equitable access and outcomes. This requires tailoring our tools, resources and mindsets to meet the unique needs of individuals, so everyone has a fair and equitable opportunity to participate and contribute to their fullest potential at Borden & Remington Corp.

## **POLICY GUIDELINES, DIVERSITY, EQUITY & INCLUSION**

### **DEFINITION:**

- Our definition of Diversity, Equity & Inclusion is: **We All Belong**. A place where each of us have a responsibility to accelerate our progress, and where we all are accountable and empowered to drive change.
- Our vision at Borden & Remington Corp. is for every person to use their unique experiences, backgrounds and abilities while working together—to spark solutions that create a better, healthier workplace.
- Mission: Our mission is to make DEI our way of doing business each and every day.

We advance our culture of “belonging” at Borden & Remington Corp. We create equity by tailoring tools and resources to meet individual needs, and by continuously improving our systems and processes so everyone has the opportunity to reach their full potential.

### **EMPLOYEE RESPONSIBILITIES:**

DEI is everyone’s responsibility at Borden & Remington Corp. It requires purposeful action each and every day. Every employee is trained on DEI and is responsible for:

- Respecting the dignity and diversity of all people.
- Creating an inclusive environment that is free from discrimination, harassment and bullying.
- Enhancing their awareness of potential unconscious bias and how that might hinder our ability to be more inclusive and collaborative with one another.
- Focus on conscious inclusion to be more intentional with their actions to drive diversity, equity and belonging.

### **PEOPLE, LEADERSHIP, RESPONSIBILITIES:**

Additionally, managers and supervisors are accountable for DEI responsibilities and for achieving DEI outcomes as part of their job performance. These responsibilities include but are not limited to:

- Ensuring that employment-related decisions are free from discrimination.
- Setting an inclusive environment within their responsibilities.
- Engaging in conscious inclusion and other behaviors that promote equity.

- Mitigating potential unconscious bias in employment decisions and talent practices (including performance and development, compensation, hiring).
- Drawing from a broad pool in order to inclusively reach talent, create diverse slates and, ultimately a workforce that reflects the community that we serve.
- Providing reasonable accommodations for qualified individuals with a disability and for those with needs related to their religious observance or practices of personal religious expression. A reasonable accommodation depends on the facts and circumstances, and is addressed on a case-by-case basis.
- Creating an inclusive and safe work environment that supports DEI and behaviors that reinforce our values. Including but not limited to:
  - Ensuring a work environment that is free from discrimination, harassment and bullying.
  - Consistently displaying inclusive leadership behaviors, valuing all perspectives, and listening to diverse points of view.
  - Encouraging employees to collaborate, make suggestions, and respect and listen to diverse opinions.
- Cultivating a culture that inspires respect for all employees, customers, vendors, contractors and others in the work environment.
- Appropriately addressing any other behavior not consistent with this or other policies, or with applicable laws relating to equal opportunity, diversity, equity or inclusion.

**DEI NETWORK MEMBER RESPONSIBILITIES:**

- Following appropriate internal procedures and policies for DEI communications and programs.
- Assisting in communicating and championing the importance of DEI strategy.

**DISCRIMINATION, HARASSMENT AND BULLYING:**

Borden & Remington provides equal opportunities for employment. We base employment decisions on merit, considering qualifications, skills, performance and

achievements, and we do not tolerate discrimination against any employee or applicant for employment, based on non-work-related personal characteristics, such as race, color, religious beliefs, pregnancy (including childbirth or related medical conditions, as well as breastfeeding needs), gender, sexual orientation, gender identity or expression, transgender status, national origin, ethnic origin or background, social origin, family or marital status, age, disability (physical or mental), medical condition, genetic information, veteran's status or military service. We provide reasonable accommodation to qualified individuals with a disability as well as individuals with needs related to their religious observance or practice. All of us have a right to work in an environment free from the demoralizing effects of harassment or unwelcome offensive or improper conduct. Our Company will not tolerate harassment, bullying or conduct that could lead or contribute to harassment of employees by managers, supervisors or co-workers. We also will actively seek to protect employees from harassment or bullying by non-employees in the workplace. Similarly, Borden & Remington Corp. will not tolerate harassment or bullying by its employees of non-employees with whom our employees have a business, service, or professional relationship. This also extends to conduct that takes place off Company premises (including on social media) that could reasonably impact employees or others within our workplace.

### **REPORTING INAPPROPRIATE CONDUCT:**

If an employee believes that they or another individual has been subjected to conduct prohibited by this Policy, the employee is urged and expected to report the relevant facts promptly. An employee may make a report either orally or in writing. Concerns can be raised with any member of the Borden & Remington Corp. management team or a Human Relations employee. We inform our employees of ways in which they can raise grievances at any time. We take allegations of discrimination, harassment and bullying seriously and ensure they are appropriately investigated. All reported incidents will be investigated with an effort to keep the source of the report confidential, with the disclosure of information as appropriate to facilitate the investigation or resolution of the matter. Borden & Remington Corp. encourages employees to report in good faith any possible violation of this Policy.

**Prohibition of Retaliation:** We will not tolerate threats or acts of retaliation of any kind against any individual who reports conduct reasonably believed to violate this

Policy, or in good faith provides information in connection with a report or investigation of any such conduct.

**CAUSE FOR RETRAINING:**

Employees who do not comply with this Policy and/or are found to have engaged in discrimination, harassment or bullying, will be subject to appropriate disciplinary action, up to and including termination of employment.