

## OFGO STUDIO – Inclusive Workplace Policy

### **Our Commitment**

OFGO STUDIO is committed to fostering an inclusive workplace that is free from barriers and where all individuals are treated with dignity, respect, and fairness. We value and celebrate the diversity of our employees, applicants, clients, stakeholders, and external partners. We believe that a diverse and inclusive workplace strengthens our organization, supports innovation, and contributes to a positive and respectful work environment.

OFGO STUDIO is committed to nurturing a welcoming, inclusive, and respectful workplace where all employees, clients, contractors, and visitors are treated with dignity and professionalism. Employees are encouraged to raise concerns early so they can be addressed promptly and constructively. Repeated or serious concerns may be addressed through the Company's disciplinary process.

OFGO STUDIO is committed to maintaining an inclusive environment that is free from discrimination, harassment, abusive conduct, and retaliation. The organization shall implement and maintain systems that support inclusiveness and meet or exceed applicable regulatory requirements.

### **Equal Opportunity and Fair Treatment**

OFGO STUDIO is committed to providing equal opportunity in all aspects of employment. Employment related decisions are based on qualifications, skills, performance, and business needs.

All personnel actions, including but not limited to recruitment, hiring, compensation, promotion, benefits, training, job assignments, transfers, layoffs, recall from layoff, and participation in Company-sponsored programs or events, are made without discrimination or bias.

### **Respectful and Inclusive Workplace**

We are committed to maintaining a workplace culture that respects individual differences, perspectives, ideas, and beliefs.

Discrimination, exclusion, or unequal treatment that undermines dignity or opportunity is not consistent with our values and will be addressed in accordance with Company policies.

**Accommodation**

OFGO STUDIO is committed to supporting employees and applicants who require workplace accommodation.

Employees are encouraged to inform management or Human Resources if accommodation is needed. Requests will be handled respectfully and confidentially, and accommodations will be provided where possible, based on individual needs and operational requirements.

**Shared Responsibility**

Creating and maintaining an inclusive workplace is a shared responsibility. All employees are expected to contribute to an environment that is welcoming, professional, and respectful. Concerns related to discrimination, inequity, or barriers in the workplace should be raised through appropriate Company policies and reporting channels.

**Respectful Communication**

Employees are expected to communicate in a respectful, professional, and courteous manner at all times while at work, on Company premises, or when representing the Company.

This includes:

- Using appropriate language and tone in verbal, written, and electronic communications
- Avoiding offensive, disrespectful, or unprofessional language
- Being mindful of how communication may be perceived by others
- Communicating disagreements or concerns constructively
- Workplace rumors and gossip

Employees are expected to refrain from engaging in malicious, harmful, or disruptive gossip or rumour-spreading, whether verbal, written, or electronic. Gossip or rumours that damage professional relationships, undermine morale, or create an uncomfortable work environment are not acceptable and may be addressed under the Company's Code of Conduct or other applicable policies. Employees who are affected by or witness harmful gossip or rumours are encouraged to report their concerns to a supervisor, manager, or Human Resources.

**Personal Privacy and Boundaries**

Employees are expected to respect personal boundaries and privacy in the workplace.

Employees should:

- Avoid intrusive or inappropriate personal questions
- Accept when a colleague chooses not to share personal information
- If an employee feels their privacy or boundaries are not being respected, they are encouraged to address the concern directly if comfortable doing so, or report it to a supervisor, manager, or Human Resources.

**Reporting Concerns**

Employees who experience or observe behaviour that may not align with these expectations are encouraged to report concerns to their supervisor, manager, or Human Resources.

Concerns will be addressed promptly and fairly.

**Corrective Action Process**

A documented corrective action process shall be maintained to address incidents or non-compliance related to inclusiveness. This process shall include:

- Investigation procedures
- Timely resolution of issues
- Documentation of actions taken
- Follow-up measures to prevent recurrence

**Language Accessibility**

Language translation and accessibility support shall be provided as needed to ensure all employees can understand policies, training materials, and reporting processes.