

BIOTEK Diversity, Equity, and Inclusion (DEI) Policy

Our Commitment

At BIOTEK, we are dedicated to building an inclusive workplace that reflects the rich diversity of the world around us. We value and respect the unique backgrounds, perspectives, and experiences of our employees, partners, and customers. Our commitment to diversity, equity, and inclusion (DEI) is essential to our success, as it strengthens our culture, promotes innovation, and ensures that we continue to lead with purpose and integrity.

Core Principles

- **Diversity:** We recognize that diversity goes beyond race and gender—it encompasses a variety of identities, experiences, and perspectives, including age, ability, religion, socioeconomic background, sexual orientation, and more. We aim to create a workplace where all people feel celebrated and valued for who they are.
- **Equity:** We are committed to providing fair and equal opportunities for all our employees, regardless of their background. We believe that equity is about ensuring everyone has access to the resources and support they need to succeed and grow within the company.
- **Inclusion:** We believe in fostering an environment where everyone feels empowered to share their ideas, perspectives, and talents. Inclusion means creating a workplace where all voices are heard and every individual feels a sense of belonging and respect.

Key Goals

1. **Fostering a Diverse Workforce:**
 - Attract, hire, and retain talent from diverse backgrounds to create a well-rounded and multifaceted workforce.
 - Ensure our recruitment practices are free from bias and create pathways for underrepresented groups to join BIOTEK.
2. **Ensuring Fair Treatment and Opportunity for All:**
 - Review and revise internal policies to eliminate bias and ensure equal treatment for employees at all levels.
 - Promote transparency and fairness in our compensation, performance evaluations, and promotion processes.
3. **Creating an Inclusive Culture:**
 - Cultivate an organizational culture where all employees feel respected, heard, and valued.
 - Provide employees with the tools and opportunities to actively engage in building an inclusive environment through training, mentorship, and dialogue.
4. **Providing Equal Access to Resources:**
 - Offer programs, training, and mentorship to foster professional growth for employees from all backgrounds.

- Ensure accessibility in all aspects of our work environment, from physical office spaces to digital platforms.

5. **Listening, Learning, and Evolving:**

- Continuously assess our DEI efforts through regular feedback from employees, surveys, and community engagement.
- Use data and feedback to guide improvements and hold ourselves accountable for progress.

Actions and Initiatives

- **Inclusive Hiring Practices:** We are committed to eliminating bias in the recruitment process by utilizing diverse candidate sourcing channels and applying equitable evaluation methods.
- **DEI Education and Awareness:** We will provide ongoing DEI training to all employees, focusing on unconscious bias, inclusive leadership, and cultural competency.
- **Employee Resource Groups (ERGs):** We encourage the formation of ERGs to promote connection, understanding, and advocacy among employees from diverse backgrounds.
- **Leadership Accountability:** BIOTEK's leadership will set the example by prioritizing DEI initiatives, holding themselves and their teams accountable for creating a diverse, equitable, and inclusive workplace.
- **Regular DEI Assessments:** We will conduct annual reviews of our DEI programs and policies to assess their effectiveness and identify areas for improvement.

Employee Role and Responsibility

At BIOTEK, every employee plays an essential role in upholding the principles of diversity, equity, and inclusion. We expect all employees to:

- Treat others with respect and dignity at all times.
- Actively engage in fostering a culture of inclusivity and mutual support.
- Be proactive in recognizing and addressing biases, discrimination, and inequality in the workplace.

Conclusion

Our commitment to diversity, equity, and inclusion is integral to BIOTEK's mission and values. We believe that through a diverse and inclusive environment, we can drive innovation, improve employee satisfaction, and achieve greater success. Together, we will continue to build a workplace where all employees are empowered to thrive.