

## Global Policy: Diversity & Inclusion

Policy Author	Director, Human Resources Strategic Programs	Department	HR
Approved by	Vice President, Global Human Resources	Date Issued	January 1, 2018
Policy #	HR-001	Date of Next Review	January 1, 2020
Applies to	All employees and independent contractors		

### 1.0 Purpose & Scope

Sierra Wireless is committed to creating an environment that fosters diversity and inclusion. This policy applies to all employees and independent contractors.

### 2.0 Policy Statements

Our human capital is our most valuable asset. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees and independent contractors invest in their work represents a significant part of not only our culture, but our reputation and the company's overall success.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

Sierra Wireless diversity initiatives are applicable—but not limited—to our practices and policies on:

1. Recruitment and selection
2. Performance management
3. Compensation and benefits
4. Professional development and training
5. Promotions and transfers
6. Social and recreational programs
7. Layoffs and terminations.



We are also committed to the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

1. Respectful communication and cooperation between all employees.
2. Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
3. Work/life balance through flexible work schedules to accommodate employees' varying needs.
4. Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.

All employees and independent contractors of Sierra Wireless have a responsibility to treat others with dignity and respect. All employees and independent contractors 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. All employees and independent contractors are also required to participate in ongoing diversity and inclusion training.

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

## 3.0 Definitions

**Diversity** – in broad terms, diversity is any dimension that can be used to differentiate groups and people from one another. It means respect for and appreciation of differences in ethnicity, gender, age, national origin, disability, sexual orientation, education, and religion.

**Inclusion** – inclusion is a state of being valued, respected and supported. It's about focusing on the needs of every individual and ensuring the right conditions are in place for each person to achieve their full potential.

**Unconscious Bias** – a person's age, gender, gender identity physical abilities, religion, sexual orientation, weight, and many other characteristics are subject to **bias**. **Unconscious biases** are social stereotypes about certain groups of people that individuals form outside their own conscious awareness.

## 4.0 Procedures

### 4.1 Training

#### 4.1.1 Unconscious Bias Training

Unconscious bias training is provided to all employees and independent contractors on an ongoing basis.



New employees and independent contractors receive unconscious bias training within their first 90 days of employment.

#### **4.1.2 Respectful Workplace Training**

Respectful Workplace training is provided to all employees and independent contractors on an annual basis.

#### **4.1.3 Leadership Development**

Managers attend training on interviewing skills, managing performance and rewards, etc. to learn how to enhance diversity and inclusion on their teams, and to foster a work environment that is diverse and inclusive.

### **4.2 Review of HR Practices**

The following HR practices will be continuously examined to ensure biases are minimized to the greatest extent possible:

- Recruitment and selection
- Compensation and benefits
- Professional development and training
- Promotions and transfers
- Social and recreational programs
- Layoffs and terminations.

### **4.3 Complaint Process**

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity and inclusion policy or its initiatives should seek assistance from a manager or an HR representative. Refer to the [Complaint Procedure](#) on the Intranet.

## **5.0 Related Policies and Forms**

Corporate Social Responsibility Program  
Complaint process

## **6.0 Amendment**

## **7.0 Frequency and Revision History**



This policy will be reviewed every two years unless otherwise required. The date of the next scheduled review is noted on page 1.

Revision #	Date Released	Purpose of Revision and Summary of Changes