DIVERSITY AND INCLUSION POLICY

Purpose

The purpose of this Diversity and Inclusion Policy is to promote an inclusive workplace where individual differences are valued and respected. The company is committed to providing equal opportunities in employment and creating an environment that fosters mutual respect, collaboration, and innovation.

In line with Apex Coco's values, we view inclusion as a core business enabler. A culture that welcomes varied backgrounds, identities, and ways of thinking enhances problem-solving, strengthens customer relationships, and supports sustainable growth across our manufacturing, procurement, warehousing, distribution, and digital operations.

Scope

This policy applies to all employees, job applicants, trainees, interns, contractors, and other individuals associated with the organization.

It applies across all geographies, functions, and work arrangements (onsite, hybrid, and remote), and extends to engagements with business partners and other third parties who interact with our people or represent Apex Coco.

Policy Statement

- Our organization believes that a diverse workforce enhances creativity, productivity, and decision-making. We are committed to:
- Providing equal employment opportunities regardless of race, color, religion, gender, age, national origin, disability, marital status, sexual orientation, or any other characteristic protected by law.
- Building an inclusive culture that encourages open communication and mutual respect.
- Promoting fair treatment in recruitment, training, promotion, compensation, and other employment practices.
- Encouraging diverse perspectives and experiences in the workplace.
- We adopt a zero-tolerance stance toward discrimination, harassment, bullying, and retaliation. Reasonable accommodation will be provided for persons with disabilities and for sincerely held religious practices, subject to operational feasibility. Inclusive language and accessibility standards will be embedded in policies, systems, and facilities.

Objectives

- To attract, retain, and develop a diverse workforce.
- To ensure fair and transparent recruitment and selection processes.
- To provide training and awareness programs on diversity and inclusion.

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- To create a workplace free from discrimination, harassment, and bias.
- To monitor and regularly review diversity initiatives and progress.
- Additionally, Apex will set measurable D&I goals (e.g., representation, hiring, progression, pay equity, engagement) and publish periodic dashboards. We will support Employee Resource Groups, mentoring, and sponsorship to build pipelines for under-represented talent.

Responsibilities

- **Management**: Ensure implementation of diverse principles in all HR and business practices.

- **HR Department**: Promote awareness, provide training, and monitor compliance with this policy.

- **Employees**: Respect individual differences and contribute to an inclusive work environment.

- Leaders are accountable for inclusive decision-making and for removing systemic barriers. HR will embed unbiased processes (structured interviews, standardized criteria, diverse panels). All employees must complete D&I training and report concerns through designated channels.

Monitoring and Review

This policy will be reviewed periodically to ensure its effectiveness and alignment with legal requirements and organizational goals.

Apex will conduct regular audits of recruitment, performance, promotion, and compensation outcomes to identify and address disparities. Data will be handled confidentially and in accordance with applicable privacy requirements. Reports of discrimination or harassment will be investigated promptly; corrective actions will be taken and tracked to closure. Feedback from employees and business partners will inform us of continuous improvement.

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