

GENERAL PRACTICES & WORKPLACE CONDUCT

Diversity & Inclusion

Caylent is committed to fostering, cultivating and preserving a culture of diversity and inclusion. All Cayliens have a responsibility to treat others with dignity and respect at all times and are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the worksite, and at all other Caylent events. Caylent fully complies with the requirements of applicable slavery, forced labor, and human trafficking laws, including the UK Modern Slavery Act 2015, as applicable.

Health & Safety in the Workplace

Caylent is committed to maintaining a safe workplace. Caylent complies, and requires our subcontractors and vendors to comply, with all applicable health and safety laws and regulations in the jurisdictions in which we operate.

Equal Opportunity

Caylent is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. We strictly prohibit any form of discrimination against employees, applicants, or any other covered individuals because of race (including traits historically associated with race, such as hair texture and protective hairstyles, including braids, locks, and twists), color, religion, creed, national origin or ancestry, ethnicity, sex (including childbirth, breast feeding, and related medical conditions), gender, gender identity, or expression, sexual orientation, age, protected medical condition, citizenship status, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local laws.

Caylent complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state, and local, law. Consistent with those requirements, Caylent will reasonably accommodate qualified Cayliens with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

Anti-Harassment

Caylent is committed to providing a work environment free of unlawful harassment, discrimination, and retaliation. Caylent strictly prohibits unlawful harassment against Cayliens, including sexual harassment and other forms of workplace harassment based upon an individual's race (including traits historically associated with race, such as hair texture and protective hairstyles, including braids, locks, and twists), color, religion, creed, national origin or ancestry, ethnicity, sex (including childbirth, breast feeding, and related medical conditions), gender, gender identity, or expression, sexual orientation, age, protected medical condition, citizenship or immigration status, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local laws.

Caylent's policy against unlawful harassment, discrimination, and retaliation applies to all Cayliens, including supervisors and managers. It also applies to all customers, vendors, and independent contractors as well as to all unpaid interns and volunteers (all of whom are designated for the terms of this Policy as "Business Associates"). Caylent prohibits managers, supervisors, and employees from harassing subordinates or co-workers as well as Caylent's Business Associates. Any such harassment will subject a Caylien to disciplinary action, up to and including immediate termination. Caylent likewise prohibits its Business Associates from harassing our Cayliens, unpaid interns, and volunteers.

Anti-Retaliation

Caylent strictly prohibits unlawful retaliation against any applicant or Caylien. All forms of unlawful retaliation are prohibited, including any form of discipline, intimidation, or other form of retaliation for participating in any activity protected by law.

Slavery & Human Trafficking

All labor must be voluntary. Caylent does not, and shall ensure its subcontractors and vendors do not, support or engage in slavery or human trafficking in any part of its supply chain.

Without limiting Supplier's obligations hereunder, Supplier shall not, and shall ensure that its Partners do not, support or engage in, or require any:

- compelled, involuntary, or forced labor;
- labor to be performed by children;
- bonded labor;
- indentured labor; and
- prison labor.