

# General Practices & Workplace Conduct

Last Updated: April 2026

## Diversity & Inclusion

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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

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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

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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

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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.

## Slavery & Human Trafficking

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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.

## Anti-Retaliation

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Caylent strictly prohibits unlawful retaliation against any applicant or Caylien who report concerns in good faith. 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. Disciplinary action, which may include termination, will be taken against anyone who retaliates.

## Corporate Social Responsibility

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Caylent is committed to conducting business in a responsible, ethical, and sustainable manner. We expect the same commitment from our clients, vendors, subcontractors, and other business partners.

### **Ethical Business Practices**

Caylent conducts its business with integrity and transparency. We require our employees and business partners to comply with all applicable laws and regulations, including those related to anti-corruption, bribery, fraud, and fair competition. Caylent does not tolerate unethical conduct in any form.

### **Responsible Supply Chain**

Caylent seeks to work with vendors and partners who share our commitment to responsible business practices. Vendors and subcontractors are expected to comply with applicable labour, employment, environmental, and human rights laws in the jurisdictions where they operate.

## **Human Rights and Fair Labour Practices**

Caylent supports internationally recognised human rights principles and expects its business partners to uphold fair labour practices, including safe working conditions, fair wages, non-discrimination, and freedom from forced, bonded, or child labour.

## **Environmental Responsibility**

Caylent encourages environmentally responsible business practices and seeks to work with partners who demonstrate a commitment to reducing environmental impact and operating in a sustainable manner.

## **Accountability and Reporting**

Caylent encourages employees, clients, vendors, and other stakeholders to report concerns related to unethical conduct, human rights violations, or other breaches of this policy. Reports may be made through the channels outlined in the Whistleblower Policy below.

Failure by vendors or partners to adhere to these principles may result in review of the business relationship, including potential termination of contracts or engagements where appropriate.

# Whistleblower Policy

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This policy encourages all Caylent employees, contractors, and stakeholders to report any unethical or illegal conduct within the organization without fear of retaliation. Reports may include concerns about financial misconduct, discrimination, harassment, safety violations, or other violations of company policies and legal regulations.

### **1. Reporting Process**

Employees can report issues confidentially to their immediate supervisor, Human Resources, or online via the Confidential Report Submission Form (currently, the "Confidential Report Submission" on the Legal Notion page). Reports should be specific and provide sufficient information to support investigation.

### **2. Investigation and Confidentiality**

All reports will be investigated promptly and fairly. The whistleblower is not responsible for investigating alleged illegal or dishonest activity, or for determining fault or corrective measures; appropriate management representatives will be tasked with these responsibilities based on the subject of the report.

Information related to the whistleblower and the report will be kept confidential to the extent possible, consistent with the need to conduct a thorough investigation or comply with applicable law.

### **3. Accountability**

Employees must exercise sound judgment to avoid baseless allegations; false or malicious complaints may lead to disciplinary action.