



Diversity & Inclusion Policy

**We
Are
Neem.**

weareneem.com

Revision History

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1. Introduction

At Neem, we are committed to fostering a diverse and inclusive workplace where all employees feel valued, respected, and empowered to contribute their unique perspectives and talents. We believe that a diverse workforce enhances creativity, innovation, and our ability to serve our customers effectively. This Diversity and Inclusion Policy outlines our commitment to promoting diversity and inclusion in all aspects of our organization.

2. Policy Statement

Neem is committed to:

2.1. Equal Opportunity: We provide equal employment opportunities to all employees and applicants without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or any other legally protected status.

2.2. Inclusion: We strive to create an inclusive and welcoming environment where everyone feels comfortable being themselves, regardless of their background or identity.

2.3. Diversity: We value diversity in all its forms, including but not limited to diversity of race, ethnicity, gender, sexual orientation, age, disability, religion, and background.

2.4. **Non-Discrimination:** We prohibit discrimination, harassment, and retaliation against employees or applicants based on any protected characteristic. This includes any form of verbal, physical, or visual harassment or discrimination.

2.5. **Accessibility:** We are committed to providing reasonable accommodations to employees with disabilities and ensuring that our facilities and technologies are accessible to all.

3. Responsibilities

3.1. **Leadership Commitment:** Senior leadership is responsible for setting the tone, demonstrating a commitment to diversity and inclusion, and fostering an inclusive culture.

3.2. **Managers and Supervisors:** Managers and supervisors are responsible for promoting diversity and inclusion within their teams and addressing any issues of discrimination or harassment promptly.

3.3. **Employees:** All employees are expected to treat each other with respect and contribute to a welcoming and inclusive workplace.

4. Recruitment & Hiring

4.1. **Diverse Candidate Pools:** We actively seek diverse candidates for all job openings and ensure that our recruitment and hiring processes are free from bias.

4.2. **Training:** All hiring managers and interviewers receive training on unconscious bias and fair hiring practices.

5. Training & Development

5.1. **Inclusion Training:** We provide regular training to employees to increase awareness of diversity and inclusion issues and to promote respectful interactions.

5.2. **Professional Development:** We support the professional development of all employees, offering opportunities for growth and advancement regardless of background.

6. Reporting & Accountability

6.1. **Reporting Mechanisms:** We provide clear channels for reporting discrimination, harassment, or other concerns, and ensure that employees can report such issues confidentially without fear of retaliation.

6.2. **Accountability:** We take all reports of discrimination or harassment seriously and will investigate and take appropriate action as necessary.

7. Continuous Improvement

7.1. **Feedback:** We actively seek feedback from employees on our diversity and inclusion efforts and use this feedback to continually improve our policies and practices.

8. Communication

8.1. **Transparency:** We communicate our commitment to diversity and inclusion internally and externally, sharing our progress and initiatives with employees, customers, and stakeholders.

Conclusion

Neem is dedicated to creating a diverse and inclusive workplace that reflects the rich tapestry of our global community. We believe that by valuing and respecting differences, we can drive innovation, better serve our customers, and build a more equitable and just society.

This Diversity and Inclusion Policy will be regularly reviewed and updated to reflect our ongoing commitment to diversity and inclusion.