

# Equal Employment Opportunity and Diversity Policy

## Policy Overview

<b>Policy Overview</b>	At Blaize, we are committed to equal employment principles and we recognize the value of committed employees who feel they are being treated in an equitable and professional manner. We strive to find ways to attract, develop, and retain the talent needed to meet business objectives and to recruit and employ highly qualified individuals representing the diverse communities in which we live.	
<b>Why is this policy needed</b>	The policy focuses on how the company supports a professional work environment and the role of employees in achieving the same.	
<b>Document Owner</b>	<b>Owner</b>	Human Resource
	<b>Authority</b>	Steering Working Group
	<b>Contributors</b>	Manan Sharma Padma Priya Palanisamy Roo Foster Amber Gibson-Mora
	<b>Audience</b>	Blaize Employees
	Roles Definition	
<b>Corresponding Links</b>	Data Protection Act 1998 Equality Act 2010 EHRC Employment Statutory Code of Practice	

- Policy Overview
  - Overview
  - About This Policy
  - Diversity and Inclusion Training
  - Discrimination and Harassment
  - Accommodations
  - Retaliation/Victimization
  - Monitoring
  - Individuals Covered
  - Part-Time and Fixed-Term Work
  - Additional Information
  - Sexual Harassment
- Page Properties

### Overview

Blaize is an equal opportunity employer and at Blaize, we are committed to equal employment principles and maintaining a workplace free from unlawful discrimination, harassment, and retaliation. We recognize the value of committed employees who feel they are being treated in an equitable and professional manner with dignity and respect. We strive to find ways to attract, develop, and retain the talent needed to meet business objectives and to recruit and employ highly qualified individuals representing the diverse communities in which we live.

At Blaize, we will take all reasonable steps to:

- Promote awareness and provide training to all staff and all managers regarding equality and diversity in the workplace;
- Apply the principles of equity to all staff and all job applicants so that there is equality of opportunity;

- Establish programs and processes that ensure a diversity of candidates at all career stages beginning with recruitment, including the development and promotion of talent through to the appointment of senior leadership;
- Implement all internal policies and procedures (on a fair and impartial basis);
- Create an inclusive working environment that is sensitive to the needs of staff of differing cultures, religions, and beliefs;
- Make reasonable adjustments to enable employees with disabilities to function effectively and to their full potential;
- Ensure that all work environments are free from all forms of discrimination, harassment, intimidation, retaliation, or bullying; and
- Monitor how this policy is working in practice.

### **About This Policy**

This policy applies to all aspects of employment with Blaize, including recruitment, pay, benefits and conditions, flexible working and leave, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

This policy does not form part of any contract of employment or other contract to provide services, and Blaize may amend this policy at any time.

### **Diversity and Inclusion Training**

Employees will be given appropriate training on recognizing and avoiding discrimination, harassment, victimization and promoting equality of opportunity and diversity in the areas of recruitment, development, and promotion.

### **Discrimination and Harassment**

Blaize prohibits employment discrimination and harassment against all applicants and employees. This includes sexual harassment, direct and indirect discrimination (e.g., being treated differently or unfairly) either before (during recruitment or hiring) or during employment through the application of policies or decisions relating to the terms, conditions, or privileges of employment (which may include hiring, compensation, advancement, discipline, training, and termination) on the basis of a characteristic protected under applicable law (each a “Protected Characteristic”). Employment policies and decisions on employment and promotion at Blaize are based on merit, qualifications, performance, and business needs. The decisions and criteria governing the employment relationship with all our employees are made in a non-discriminatory manner—without regard to any Protected Characteristics. Protected Characteristics are defined by applicable federal, state, and local law, but may include: age, race, color, ethnic or national origin, gender (including pregnancy, childbirth or medical condition related to pregnancy or childbirth), gender identity or expression, gender reassignment, religion, physical or mental disability, medical condition, legally protected genetic information, marital status, civil partnership, veteran status, military status, sexual orientation, or any other factor determined to be an unlawful basis for such decisions by federal, state, or local statutes. Please refer to our other Blaize policies, for further information on harassment.

No legally Protected Characteristic will be a factor in decisions regarding any of the following:

- Recruiting
- Hiring

- Termination of employment
- Discipline
- Promotion/demotion
- Training
- Compensation and Benefits
- Scheduling
- Assignments, or
- Any other terms or conditions or privileges of employment.

Furthermore, all employees and those acting on behalf of the Company should ensure they do not discriminate against or harass any member of the public in the provision of services or goods based on any Protected Characteristic. Any discrimination or victimization will potentially constitute misconduct or gross misconduct liable to disciplinary action, which may include summary dismissal.

Blaize prohibits discrimination and harassment in the workplace. Prohibited conduct is not limited to the physical workplace itself. It can occur outside the workplace (when dealing with customers, suppliers, or other work-related contacts or when wearing a work uniform) while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

The following are unlawful forms of discrimination that may give rise to a complaint and for which disciplinary action will be taken:

- **Direct Discrimination** – Treating a person less favorably or differently than a person without that Protected Characteristic would be treated. This also applies where the individual is thought to have that Protected Characteristic (*perceived discrimination*) or because they associate with someone who has a Protected Characteristic (*associative discrimination*).
- **Indirect Discrimination** – where a practice or criterion applies to everyone but adversely affects people who share a Protected Characteristic, and it cannot be justified.
- **Retaliation/Victimization** – one person treating another person less favorably or differently than they would treat other people because that person has made or supported a complaint or raised a grievance under this policy, or because they are suspected of doing so.
- **Harassment** – this includes sexual harassment and any unwelcome conduct for a reason relating to a person’s actual or perceived Protected Characteristic which may violate the person’s dignity or creates an intimidating, hostile or degrading, humiliating or offensive environment for that person, even if it is not directed at them that has the purpose or effect of substantially or unreasonably interfering with the individual’s work performance or creating an intimidating, hostile or offensive work environment.

Any employee who is aware of conduct that may violate this policy should promptly report the conduct to their manager, any other company manager or officer, or the Human Resources Department. Employees may report to any of the persons listed above, regardless of any particular chain of command. All managers should immediately report any such matters to the Human Resources Department. Any harassing or discriminatory conduct, even a single incident, can be addressed under this policy. Any supervisor who experiences, witnesses, or becomes aware of possible, suspected, or reported harassment or discrimination is required to immediately report the matter to Human Resources. Any individual found to have engaged in such conduct may face disciplinary action up to, and including, dismissal. Blaize may also subject managers and supervisors who fail to report known harassment – or fail to take prompt, appropriate corrective action — to disciplinary action, including potential dismissal.

Any employee who has acted in good faith over allegations of discrimination or harassment, will not be penalized for doing so. Where it can be demonstrated that the complaint was made frivolously or maliciously in bad faith, the individual(s) raising the complaint may be subject to disciplinary action.

Examples of discriminatory harassment that is strictly prohibited under this policy are:

- Comments and jokes that denigrate, insult, offend, or ridicule based on a Protected Characteristic.
- Threats, epithets, derogatory remarks, gestures and slurs based on a Protected Characteristic.
- Creating a hostile work environment or singling out an individual for abusive conduct based on that individual's actual or perceived Protected Characteristic.
- Using, displaying, or communicating words, objects, pictures, drawings, calendars, gestures, cartoons, articles, letters, e-mail messages, computer programs, or Internet websites that denigrate, insult, offend, or ridicule based on a Protected Characteristic.
- Physical conduct including assault, unwanted touching or blocking normal movement because of an individual's actual or perceived Protected Characteristic.

### **Accommodations**

Moreover, in accordance with federal, state, and applicable local statutes, Blaize will make reasonable accommodations whenever necessary in accordance with applicable law. Examples for when accommodations could be made, depending on applicable law, may include for disability, religion, creed, pregnancy, childbirth, a condition related to pregnancy or childbirth, lactation, and victims of domestic violence, sexual offenses or stalking. Making the accommodation may be subject to the requesting individual being qualified to perform the essential functions and assignments of the job, with or without accommodation, and provided that any accommodations would not impose an undue hardship on the Company.

Blaize wishes to have timely, good faith discussions with an applicant or employee in need of an accommodation to determine what accommodations may be appropriate. Any applicant or global employee who requires an accommodation during the application process or in order to perform the essential functions of the job should contact the Human Resources Department to request such an accommodation. Blaize may request that an employee provide proof that they are a victim of domestic violence, sex offenses or stalking such as documentation from a victim's services agency, lawyer, clergy, medical provider, court or the police, if such an employee is requesting accommodations based on their victim status. Employees seeking an accommodation for a disability may need to provide medical documentation upon request, in accordance with applicable law. Blaize will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable, we will explain our reasons and try to find an alternative solution where possible. We will monitor the physical features of our premises to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access.

If an employee believes they need a reasonable accommodation, the employee should discuss the matter with Human Resources.

### **Retaliation/Victimization**

Blaize prohibits retaliation against any individual for engaging in protected activity (as described below). Retaliation can be any action that could discourage a worker from coming forward to request an accommodation or make or support a discrimination, harassment or retaliation claim. The action need not be job-related or occur in the workplace to constitute retaliation (e.g., threats of physical violence outside of work hours).

Protected activity includes:

- requesting an accommodation;
- making a complaint of discrimination, harassment or retaliation, either internally or with any anti-discrimination agency;

- testifying or assisting in a proceeding involving discrimination, harassment or retaliation;
- opposing discrimination, harassment or retaliation by making a verbal or informal complaint to management or by simply informing a supervisor or manager of the prohibited conduct;
- reporting that another employee has been discriminated against, harassed, or retaliated against; or
- encouraging a fellow employee to report discrimination, harassment or retaliation.

Even if the alleged discrimination, harassment or retaliation does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, this retaliation policy is not intended to protect persons making intentionally false charges of discrimination, harassment or retaliation.

Any employee who is aware of any conduct that may violate this policy should promptly report the conduct to their manager, any other company manager or officer, or the Human Resources Department. All managers should immediately report any such matters to the Human Resources Department. Any employee of Blaize who retaliates against anyone for engaging in any of the aforementioned protected activities will face disciplinary action, up to and including termination.

### **Monitoring**

Blaize will conduct and monitor its activities and processes in these areas, as appropriate, to ensure compliance with this policy.

In meeting its obligations under the relevant federal, state, or local legislation, the Company will ensure, as far as is reasonably practicable, that with reference to the above grounds:

- no employee, candidate or trainee receives less favorable treatment than another;
- no such person is placed at a disadvantage, unjustifiable by requirements or conditions, which have a disproportionately adverse effect on a particular group; or
- no individual is victimized who has made or supported allegations or complaints of any discrimination, or provided information about such discrimination, or are suspected of doing so.

Blaize will monitor the practical effects of this policy by regularly collecting and reviewing relevant information. Employees are expected to cooperate in any work being undertaken to monitor, review and implement this policy. Information provided by job applicants and employees for monitoring purposes is voluntary and will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998 or other applicable laws.

### **Individuals Covered**

This policy is applicable to all employees, directors and officers, of Blaize and those acting on behalf of the Company (e.g., including consultants, contractors, volunteers, interns, casual workers, and agency workers) who are responsible for ensuring the Equal Employment Opportunity and Diversity Policy is applied in our dealings with our colleagues, clients, customers, and anyone else engaged in work for Blaize.

If for any reason an individual believes there has been any violation of this policy, they should immediately inform their manager, any other company manager or officer, or the Human Resources Department. All managers should immediately report any such matters to the Human Resources Department.

### **Part-Time and Fixed-Term Work**

Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favorable terms and conditions (on a pro-rata basis where appropriate) unless different treatment is justified.

**Additional Information**

This policy should not, and may not, be used as a basis for excluding or separating individuals based on any Protected Characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of Blaize prohibits disparate treatment on the basis of any Protected Characteristic, with regard to terms, conditions, privileges, and perquisites of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Individuals who have questions or concerns about these policies should talk with the Human Resources Department.

**Sexual Harassment**

As an equal opportunity employer, Blaize is also committed to maintain a workplace free from sexual harassment. Blaize maintains a separate Sexual Harassment policy. Please refer to this policy for more information.

**Page Properties**

Document Information				Workflow Information			
QMS ID			Unique Page ID	Last Modification Date	Latest Page Version	Last Published Date	Last Published Version
Title	Confidentiality	Department	15274058	09-Feb-2023	13	06-Jun-2023	13
QM_POL084_A	Internal only	Human Resource					

Distribution outside of Blaize® is strictly forbidden.