




HUMAN RESOURCES POLICIES AND PROCEDURES

Original Date : 12-08-2015	<u>OBJECT:</u> EQUITY, DIVERSITY AND INCLUSION POLICY (ED&I)
1st Revision : 11-28-2016 2nd Revision : 17-01-2022	No 24 HR Section
Presented by: geneviève bich Approved by: ➤ President and Chief Executive Officer 	Date: 17-01-2022 Date: 17-01-2022 <u>CIRCULATION:</u> ➤ Intranet – HR Policies and Procedures <input type="checkbox"/> <u>DISTRIBUTION</u> ➤ Forum 2 <input type="checkbox"/> ➤ All Mgmt. & Prof. Employees <input type="checkbox"/> ➤ All Adm. Support Employees <input type="checkbox"/>

N.B. This policy favours the use of a type of writing that allows both the feminine and masculine genders to be included in the text, commonly called "epicene writing".

1.0. STATEMENT OF PRINCIPLE

METRO INC, including all of its affiliates ("METRO"), is committed to providing the best customer experience in each of its banners. It is with this goal in mind that we make every effort to nurture the health and well-being of our community by providing an equitable, diverse and inclusive work environment that fosters performance and fulfillment in the workplace and allows our customers to connect with each other in terms of product offerings and customer service. To achieve and exceed this commitment, METRO relies on the best team where everyone's skills and differences are respected and valued.

- 1.1** METRO promotes equity, diversity and inclusion (ED&I) by notably offering an equal access to employment and advancement opportunities and by treating each person on the team with dignity and respect to create a work environment that reflects the communities we serve.
- 1.2** For the purposes of this policy, "diversity" means any aspect that can be used to distinguish groups and individuals from one another. It refers to the respect and appreciation of individual differences. Each of us brings a different perspective to our work environment; ED&I is a strength that we fully benefit when we respect and value our differences.
- 1.3** METRO therefore takes steps on an ongoing basis to promote ED&I in the workplace, including within the company's leadership. Every action may contribute to a big impact in ED&I.

1.4 METRO expressly prohibits discrimination or harassment on any of the following grounds, or any other grounds prohibited by applicable law, in all work-related activities, including in all recruitment or employment practices:

- age, except as provided by law
- ancestry, color, race
- citizenship
- social condition
- political belief
- beliefs, including religious beliefs
- marital or family status (including celibacy)
- existence of a criminal record
- disability
- gender identity or expression
- language
- place of origin
- sexual orientation
- ethnic or national origin
- sex (including pregnancy and breastfeeding)

METRO regularly reviews its policies and practices, and takes steps to ensure the application and management of workplace conditions and opportunities consistent with the principles of ED&I for all employees and applicants to an employee position.

2.0. OBJECTIVES

This policy is intended to:

- Recognize the diversity of people within the company.
- Promote a diverse and respectful work environment, free of discrimination and harassment.
- Provide equitable opportunities for all employees and applicants to an employee position.

3.0. DEFINITIONS

3.1 "Ally": any person who works for the inclusion of people from different socio-identity groups than them.

3.2 "Officer": any Vice President, Senior Vice President, Executive Vice President, or any person in an equivalent position, and the President and Chief Executive Officer of METRO.

3.3 "Discrimination": defined as any distinction, exclusion or preference, whether intentional or unintentional, based on any of the grounds referred to in section 1.4 of this policy.

3.4 "Diversity": refers to any aspect that may serve to distinguish, through a range of unique differences and characteristics, groups or individuals from one another.

3.5 "ED&I": An acronym referring to equity, diversity and inclusion. This term is used to encompass all three concepts in order to address the concept as a whole.

3.6 "Employees": All persons employed by the company.

3.7 "Equity": Equity ensures fair treatment and equal access to opportunities.

3.8 "Inclusion": Inclusion refers to the act of creating a welcoming and respectful environment for all people, particularly those of diverse backgrounds.

3.9 "Stakeholders": Any person, natural or legal, internal or external, who interacts with the company.

4.0. SCOPE

4.1 This policy applies to all METRO employees. Nothing in this policy is meant or can be interpreted as modifying the terms of any contractual agreement.

4.2 The inclusion of all persons strengthens METRO's ability to serve its community well. METRO is committed to expanding the scope of this policy to continue to foster respectful, inclusive and non-discriminatory interactions with all its stakeholders.

5.0. ROLES AND RESPONSIBILITIES

5.1 Human Resources Vice-Presidency

- Ensure the application of the policy.
- Approve initiatives, tools and processes put in place to support the policy and its objectives.
- Authorize recommendations from the person responsible for the policy, as required.

5.2 Vice-Presidents

- Support the application of the policy and its objectives within their team.
- Promote the guiding principles of this policy within the organization.
- Ensure that all managers in their team fulfill their roles and responsibilities with respect to compliance with the policy and any necessary follow-up.
- Work with the person responsible for the policy or the Human Resources department to address relevant issues and review associated recommendations.
- The ultimate responsibility and authority for the application of this policy rests with the President and Chief Executive Officer.

5.3 Managers

- Participate positively in ED&I initiatives and actions.
- Convey ED&I values within their department and ensure that their work environment reflects these values.

5.4 Person responsible for the policy

- Ensure and support the dissemination of policy information within each METRO division and affiliate.
- Ensure that practices and processes in place are consistent with the Policy.
- Periodically review the policy and the programs, practices and processes that support it to suggest improvements.
- Recommend initiatives, tools and processes to be implemented to support the policy and its objectives.

- Work collaboratively with the teams to increase understanding of the needs of teams and commitment to ED&I.
- Ensure follow-up on implementation of decisions.

5.5 Employees

- Act as an ally for diversity by fostering a climate of respect and inclusion through their behaviour, words and actions.

6.0. RIGHT TO EQUAL OPPORTUNITIES AT WORK

6.1 Applicants for employment and employees have a right to equal opportunities at METRO.

6.2 METRO prohibits any treatment of anyone in respect of the grounds listed in Section 1 which is discriminatory or has a discriminatory effect.

METRO is committed to the identification and elimination of barriers to employment, or to success in employment, that adversely affect any applicant to, or employee of, METRO, based on any of the grounds listed in Section 1. As such, where candidates for an employee position are substantially equivalent in their competencies, qualifications, aptitude and expertise, preference in any employment-related decision should foster diversity.

6.3 METRO retains the ability to have special programs that aim to enhance employment opportunities for those employees and applicants to an employee position who have faced restrictions in the past.

7.0. EMPLOYMENT RELATED DECISIONS COVERED BY THIS POLICY

All employment-related decisions made by METRO are covered by this policy. These decisions include but are not limited to:

- | | |
|------------------------|----------------------------|
| - onboarding | - job offers |
| - assignment of work | - professional development |
| - promotion | - recognition |
| - working conditions | - recruitment |
| - leaves | - compensation |
| - selection and hiring | - support services |
| - evaluation | - any other related area |

Any decision made in any of these areas must be made on the basis of competency and performance-based criteria such as qualifications, experience, and merit, without discrimination on any of the prohibited grounds, and with a view to fostering diversity. In addition, equity and inclusion should be considered in decision making.

8.0. INITIATIVES, POLICIES AND PROGRAMS

METRO has a variety of initiatives, policies and programs in place to help us achieve our goal of providing an equitable, diverse and inclusive work environment free of discrimination or harassment. These initiatives, policies and programs include but are not limited to:

- Code of Conduct
- Bereavement, compassionate, and family responsibility leaves
- Maternity and parental leaves
- Performance management
- METRO's diversity employee groups
- Onboarding guide for new employees
- Mentoring and coaching
- Salary policy
- Respect in the Workplace Policy
- Employee and Family Assistance Program
- Workplace Health and Safety Program
- Women's network
- Diversity Week
- Vacation

In addition, in order to ensure the presence of women in leadership positions, the nominating group for any leadership position shall, to the extent possible, include at least one (1) woman.

9.0. MONITORING THE POLICY

This policy will be reviewed every three (3) years in order to, among other things, ensure that it is still adapted to the reality of the company and to evaluate the progress made with respect to the diversity of our teams.

10.0. COMMUNICATION OF THE POLICY

METRO will ensure the policy is well communicated to, and understood by, all our employees.