



## CMS Group LTD Diversity in the Workplace Policy & Program

### *Intent*

CMS is dedicated to providing an atmosphere free from barriers in order to promote equity & diversity. We celebrate and welcome the diversity of all employees, stakeholders and external personnel. It is the policy of CMS to foster an environment that respects people's dignity, ideas and beliefs thereby ensuring equity and diversity in employment. All personnel actions regarding hiring, compensation promotion, benefits, job assignments, transfer, lay-offs, company sponsored programs or events etc. will be taken without regard to race, colour, creed, religion, sex, gender identity, gender expression, family status, age, language or national origin.

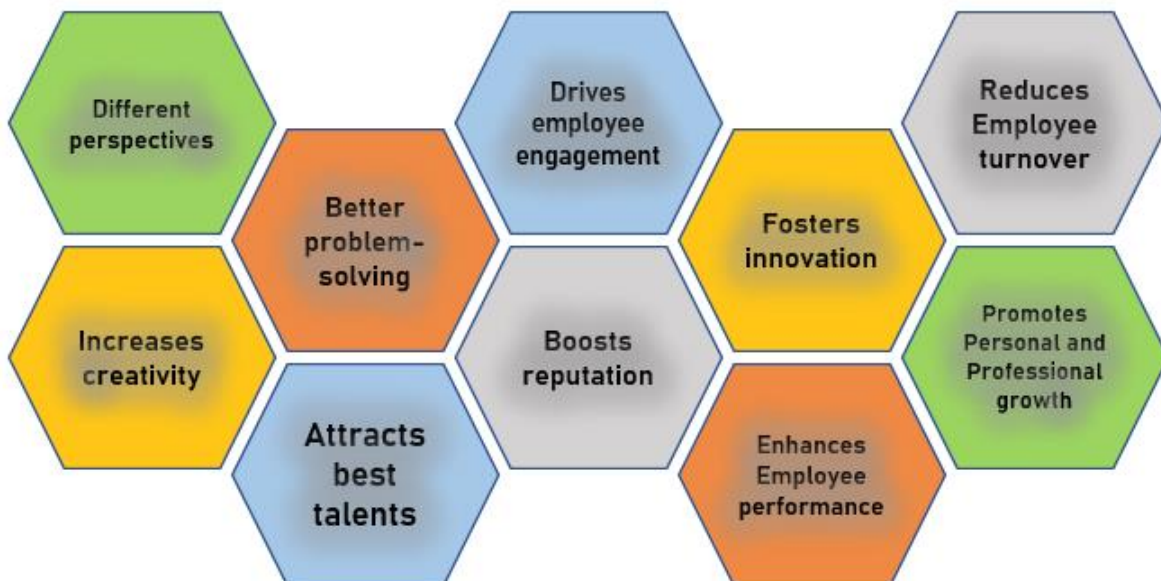
### *Scope*

This policy applies to all employees and prospective employees of CMS Group LTD. This policy covers everyone in a position that has the influence to make relevant decisions within the organization, including subcontractors and clients who engage business dealings with CMS Group LTD.

### *Standards*

Building a diverse and inclusive workplace and implementing the policy at CMS Group Ltd through its employees, would encourage trust and promotes a respectful working environment that can create an organizational culture that strives for equity that values and respects differences

### *Benefits of Workplace Diversity*





### *Hiring Processes and Recruitment*

CMS is dedicated to recruiting and retaining a qualified and diverse workforce. CMS will always hire the most qualified candidate for the position. Our Human Resources department are fully trained in equitable recruitment and come with a proven background in recruitment across all skill types in the industry. CMS remains enthusiastic into interviewing and attracting female, LGBTQ, visible minority, and other cultural groups into our workforce.

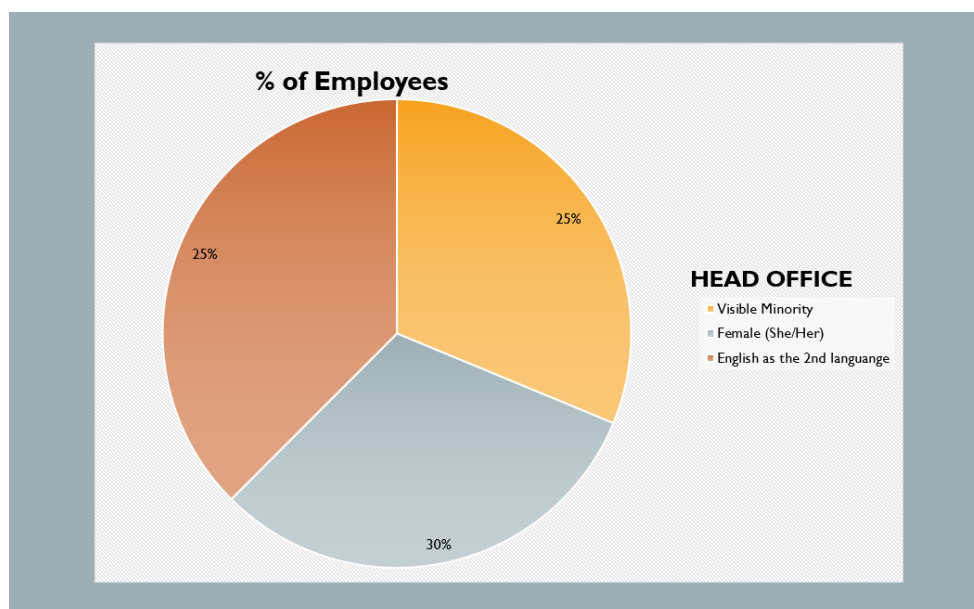
### *Special Programs*

CMS Group LTD. recognizes the importance of addressing diversity by enhancing diversity initiatives particularly in talent management that identifies gaps on workforce profiling. This can be acted upon implementation of diversity and inclusion programs most particular in strategies in recruitment, advancement, and retention goals of the company.

Strategies:

- Recruitment expansion efforts through job advertising to diverse professional networks, media, agencies and developing relationships with these partners to attract potential candidates from marginalized groups.
- Collaborative strategies to promote diversity in the workplace.
- Encompass diversity in the company's succession planning to encourage the management to develop a diverse pool of talent.
- Consolidate programs for training and development with a goal of eliminating and/or reduce barriers within the organization to improve the ability to obtain leadership.

### *Quick Stats*





### *Employee Training & Code of Conduct*

Upon hiring, all CMS Employees are required to participate fully and willingly in our diversity & inclusion program training requirements. This is inclusive of reading and consenting to the CMS Workplace Violence & Harassment Policy, Code of Conduct, Disciplinary Action Policy and the AODA (Accessibility for Ontarians with Disabilities Certificate). CMS holds a zero-tolerance policy for violations of these policies & codes of conduct and any employee found to contravene such policies will be subject to the appropriate progressive discipline resolution.

### *Governing and Applicable Legislation*

- Accessibility Standards for Customer Service, O. Reg. 429/07
- Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11
- Human Rights Code, R.S.O. 1990, c. H. 19
- Employment Standards Act, 2000, S.O. 2000, c. 41

### *Best Practices, Diversity & Inclusion*

CMS includes the following practices into our corporate culture to ensure diversity & inclusion is “living & breathing” in our workspace.

- CMS integration committee meetings with representatives from all different divisions across the workspace and levels of experience.
- 50% female (she\her) representation in Joint Health & Safety Committee
- 50% mid-management representation of female (she\her) or visible minority
- Partnerships with Tickner & Associates Inc to ensure minimum annual review of all policies and procedures inclusive of training matrix.
- Collaborative, open air environment for communication across divisions
- Continuous support of employees in achieving Canadian permanent residency status
- Continuous endorsement of female apprentices and women in construction initiatives

