Diversity and Inclusion Policy

Policy

Valex Corp is committed to cultivating and preserving a company culture of diversity and inclusion.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

We believe that the collective sum of each individual's cultural background, self-expression, work experiences and life experiences make Valex stronger as a whole.

Objectives

1. Workforce diversity – Recruit from a diverse group of candidates to increase diversity of thinking and perspective. Maintain a workforce that represents the community.

2. Workplace inclusion – Foster a culture that encourages communication, collaboration, flexibility and fairness to enable all employees. Work/life balance through flexible work schedules to accommodate employees' varying needs.

3. Workplace diversity & inclusion awareness- Actively promote a greater understanding and respect for the diversity through monthly diversity & inclusion themes.

4. Workplace and communities- Serve to promote a greater understanding and respect for the community in which we live, hire, and do business in.

Execution

Valex will implement the PDCA (Plan-Do-Check-Act) methodology to execute the D&I program. This ensures that the program is not a "one-and-done" static event but part of the continuous improvement culture in Valex.

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PDCA Action Plan

Objective	Plan	Do	Check	Act
Workforce diversity	Recruit from a diverse, qualified group of candidates to increase diversity of thinking and perspective.	Recruit from a diverse qualified group of candidates. Maintain a workforce that represents the community.	Annual diversity demographics survey	Identify gaps, improvement opportunities, cause for celebration and incorporate into the next year's plan
Workplace inclusion	Foster a culture that encourages communication, collaboration, flexibility and fairness to enable all employees. Work/life balance through flexible work schedules to accommodate employees' varying needs.	Maintain a "voice of the employee" program for the employee's voice to be heard	Monitor CIO (Continuous Improvement Opportunity) for employee concerns and complaints	
		Hotline for the employees to go directly outside of the company to report any issues within Valex	Any call to the Reliance Hotline will be taken seriously and thorough root cause investigation will take place without ANY retribution	
		Employee development through tuition reimbursement program to give opportunity for employees to move freely within the company betwee roles laterally and vertically	Report number of employees in the Tuition/Development reimbursement program	
Workplace D&I awareness	Monthly diversity & inclusion theme and educate and celebrate awareness	Create monthly diversity & Inclusion theme and communicate awarenes across various commucation channels	Maintain a monthly diversity & inclusion calendar	
	Annual D&I Training	Annual diversity training (In Plan)	Report training completion rate	
Workplace & community	Participate in local community events, charity drive	Participate in Food Drive, local community events (County Olympics) and local business voucher distribution to employees	Report number of employees in the Tuition/Development reimbursement program	

Communication

The D&I Report shall be updated on the company website once a year (minimum) and the following metric should be communicated to the managers and employees once a quarter (minimum)

- Demographics/diversity statistics

Diversity and Inclusion calendar will be communicated via

- Email
- Company notice/bulletin boards (Digital and Printed)
- Manager's meeting
- All Employee meeting

Evaluation

All relevant metrics will be reviewed by the leadership team and shared during the manager's meeting for input. The review will focus on the implementation of the actions, the progress and identify any adjustments to improve the program's effectiveness.