



Diversity and Inclusion Policy

Policy

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

We believe we are a stronger and more capable company due to our employee's individual differences, including, but not limited to, gender, background, culture, life experience, knowledge, and self-expression.

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.

Objectives

1. Workforce Diversity – Strive to achieve a workforce that represents the diversity of our community while complying with local, state, and federal laws/regulations.
2. Workplace Inclusion – Promote a culture that encourages respectful communication, collaboration, flexibility, and fairness in order to empower all employees.
3. Workplace Diversity & Inclusion Awareness – Promote a greater understanding and respect for the diversity of our workforce through monthly diversity & inclusion themes.
4. Workplace and Communities – Valex and its employees will participate in community events, and promote local businesses that result in a greater understanding and respect for the diversity of the community that we reside and do business in.
- 5.

Execution

Valex will implement the PDCA (Plan-Do-Check-Act) methodology to execute the Diversity and Inclusion program. This is to ensure that this is not a “one-and-done” event but part of the continuous improvement culture in Valex.



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| Objective | Plan | Do | Check | Act |
|-------------------------|---|--|---|---|
| Workforce diversity | Strive to achieve a workforce that represents the diversity of our community while complying with local, state, and federal laws/regulations. | Recruit from diverse pool of applicants and promote diversity awareness to the hiring managers | Quarterly or Annual (depending on the hiring activity) new hire report | Identify gaps, improvement opportunities, cause for celebration and incorporate into the next year's plan |
| | | Maintain a workforce that represents the community. | Annual diversity demographics survey and Semi Annual EEO-1 Report (Federal) | |
| Workplace inclusion | Promote a culture that encourages respectful communication, collaboration, flexibility, and fairness in order to empower all employees. | 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 | All reports to the Reliance Hotline will be taken seriously without any retribution and will be handled by Reliance | |
| | | Employee development through tuition reimbursement program to give opportunity for non-biased performance based advancement. | Report and track enrollment and completion number of employees in the Tuition/Development reimbursement program | |
| Workplace D&I awareness | Promote a greater understanding and respect for the diversity of our workforce through monthly diversity & inclusion themes. | Create monthly diversity & Inclusion theme and communicate awareness across various communication channels | Maintain a monthly diversity & inclusion calendar | |
| | | Annual diversity training (In Plan) | Report training completion rate | |
| Workplace & community | Valex and its employees will participate in community events, and promote local businesses that result in a greater understanding and respect for the diversity of the community that we reside and do business in. | Participate in Food Drive, local community events (County Olympics) and local business voucher distribution to employees | Report number of local businesses supported, food drive/charity raises and other community related events | |



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Communication

The Diversity and Inclusion Report shall be updated on the company website once a year (minimum) and the following metrics should be communicated to the managers and employees once a quarter (minimum).

- Demographics/diversity statistics
- CIO (continuous improvement opportunity/voice of the employee) submissions
- Number of employees enrolled in and who have completed courses supported by the tuition reimbursement program
- Diversity and Inclusion Training completion rate (when applicable)

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 quarterly manager's meeting. The review will focus on the implementation of the actions, the progress and identify any adjustments to improve the program's effectiveness.



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