Diversity, Equity, and Inclusion Policy

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1. Purpose

The purpose of the Diversity, Equity, and Inclusion (DEI) policy at ISA Cybersecurity is to articulate the company's commitment to fostering a workplace culture that values and celebrates diversity, equity, and inclusion in all aspects of the organization. This policy aims to create guidelines to uphold the value of individual differences and contributions and ensure that they are recognized and valued, and where all employees have equal access to opportunities and resources.

The DEI policy is designed to:

- Promote fairness and equity in all aspects of operations.
- Ensure that all employees feel respected, valued, and empowered to achieve their best.
- Foster an inclusive culture where every voice is heard and valued.
- Identify and eliminate barriers that may prevent individuals from achieving their full potential.
- Support individual self-expression, dignity, integration, and equal opportunity for all team members.

By implementing a DEI policy, ISA Cybersecurity aims to create a supportive and inclusive environment that enhances the well-being of both employees, associates and clients, and supports our values of Explore, Persevere, Adapt and Uplift.

2. Statement

At ISA Cybersecurity, we are committed to fostering a diverse, equitable, and inclusive environment where every individual feels valued and respected. We know that diversity in our workforce drives innovation, creativity, and success. Having strong DEI practices also enables us to better understand the human element to protect our clients against complex cyber threats. Our commitment to DEI is reflected in our core values and practices, which aim to create a workplace where everyone can thrive.

Our Commitment to Diversity: We embrace and celebrate the unique backgrounds, perspectives, and experiences of our employees. We strive to build a team that reflects the diverse communities we serve, recognizing that a diverse workforce enhances our ability to understand and meet the needs of our clients and stakeholders. This commitment aligns with our value of Explore, as we continuously seek to learn from and engage with diverse perspectives.

Our Commitment to Equity: We are dedicated to ensuring that all employees have equal access to opportunities and resources. We actively work to identify and eliminate barriers that may prevent individuals from achieving their full potential. Our policies and practices are designed to promote fairness and equity in all aspects of our operations. This reflects our value of Adapt, as we are committed to evolving our practices to create a more equitable workplace.

Our Commitment to Inclusion: We foster an inclusive culture where every voice is heard and valued. We encourage open dialogue and collaboration, creating a safe space for employees to share their ideas and perspectives. Our inclusive practices ensure that everyone feels a sense of belonging and is empowered to contribute to our collective success. This embodies our value of Persevere, as we continuously strive to build and maintain an inclusive environment despite challenges.

At ISA, we recognize that our journey towards diversity, equity, and inclusion is ongoing. We are committed to continuous learning, growth, and improvement in our DEI efforts. Together, we can create a workplace where everyone feels respected, valued, and empowered to achieve their best. This commitment to ongoing improvement and support for one another is a testament to our value of Uplift.

Our framework, the DEI Tool KIT aims to further our commitment to DEI, we have developed the Tool KIT framework, which stands for Knowledge, Inclusion, and Talent. This framework guides our efforts to enhance our understanding of DEI principles, foster an inclusive culture, and nurture the diverse talents of our employees.
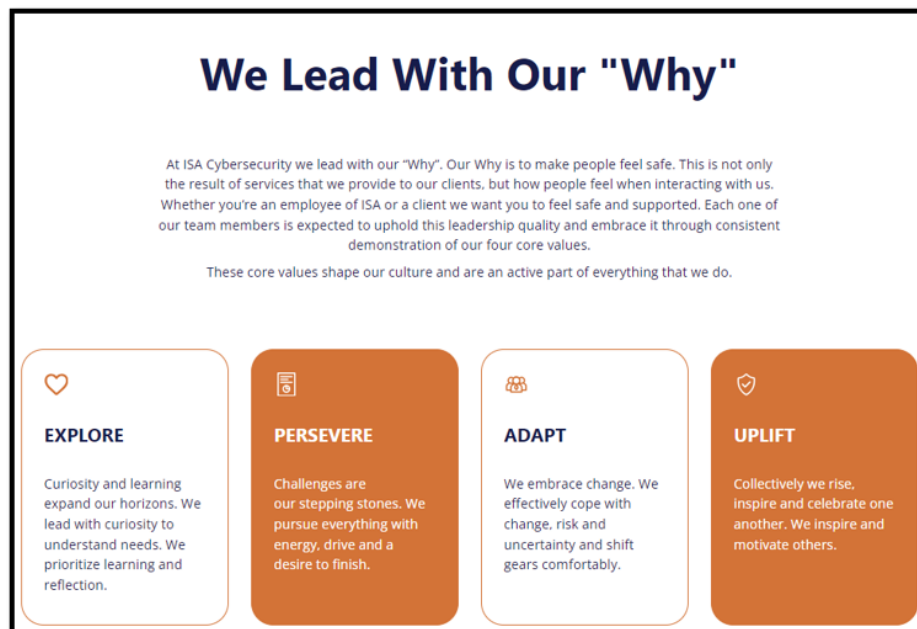

3. Organizational Commitments

All members of the organization are responsible for creating a supportive and inclusive environment. The organization is accountable to:

- To create an environment in which individual differences and the contributions of all team members are recognized and valued.

- Lead with respect and tolerance. We expect all employees to embrace this notion and to express it in workplace interactions and through everyday practices.
- Acknowledge and dismantle any inequities within our policies, systems, programs, and services.
- View Diversity, Equity, and Inclusion as integral to our mission while prioritizing the well-being of both our employees and the clients we serve.
- To regularly review all our employment practices and procedures so that fairness is always maintained.

It is recognized that the ISA Cybersecurity has other policies in place that may relate to Diversity, Equity, and Inclusion. This policy is intended to complement and build on our existing policy frameworks. This policy should be used and read in conjunction with other such policies and corresponding procedures. Some key policies include:

- Harassment Free Workplace Policy
- Employee Code of Conduct
- Workplace Violence Policy and Procedures (Bill 168)

We Lead With Our "Why"

At ISA Cybersecurity we lead with our "Why". Our Why is to make people feel safe. This is not only the result of services that we provide to our clients, but how people feel when interacting with us. Whether you're an employee of ISA or a client we want you to feel safe and supported. Each one of our team members is expected to uphold this leadership quality and embrace it through consistent demonstration of our four core values.

These core values shape our culture and are an active part of everything that we do.

EXPLORE

Curiosity and learning expand our horizons. We lead with curiosity to understand needs. We prioritize learning and reflection.

PERSEVERE

Challenges are our stepping stones. We pursue everything with energy, drive and a desire to finish.

ADAPT

We embrace change. We effectively cope with change, risk and uncertainty and shift gears comfortably.

UPLIFT

Collectively we rise, inspire and celebrate one another. We inspire and motivate others.

4. Inclusive Workplace Practices

ISA Cybersecurity is proud to offer a workplace that stives to better our DEI efforts each day. We place emphasis on evolving and maturing our organizational practices to be able to attract and retain top cybersecurity talent, while also equipping our team with the training and skills to provide inclusive services and experiences to our clients.

3.1 Hiring that expands access

Job descriptions are reviewed to ensure they are inclusive and do not unintentionally deter diverse candidates. ISA Cybersecurity avoids using biased language or requirements that are not essential for the role. We ensure that our postings reach a variety of audiences through posting on a variety of job boards and locations. We also partner closely with educational institutions and organizations that support presenting us with diverse talent. We place a considerable emphasis on co-op hiring and provide cybersecurity education grants at the University of Guelph to help nurture and grow the next generation of cyber talent.

3.2 Pay equity and career growth

ISA Cybersecurity collects pay data as to actively prevent pay discrimination and or inequity within our organization. We do not consider salary history when screening candidates for a position, nor do we use salary history to determine starting salary offers. We audit salaries on an annual basis to ensure equity and prevent pay disparity within our teams.

3.3 Mentorship and sponsorship that drives advancement

We provide structured learning geared to different pathways within the organization ensuring equitable access to career growth opportunities. This is supported through our investment in learning portals, and a formalized Education Reimbursement program of $2,000 per employee.

3.4 Inclusive Workplace Benefits

Expanded benefits to support maternity and parental leave through top-up, added mental health benefits. Regular employee learning sessions surrounding various wellness topics. Sick and personal days, 24/7 access to Employee and Family Assistance Program (EFAP)

3.5 Inclusive marketing and communications that reach diverse audiences

Our website design is WCGA Level AA compliant. Our branding, content, and campaigns reflect diverse perspectives—adapting messaging, visuals, and engagement strategies to better connect with a wide range of communities and markets.

3.6 Inclusive services design and delivery

Understanding that our business and services are complex. Through our Cyber 360 offerings we enable all experience levels and capabilities to clearly understand our service offerings. We also ensure our collateral material applies to a broad audience of varying backgrounds and experiences.

3.7 Tracking progress through meaningful metrics

We participate in the Great Place to Work survey on an annual basis to understand the pulse of our organization. This also allows us to gain trends and insight on feelings and sentiments throughout our team members. We also conduct semi annual employee feedback to better understand how we can continue to improve. Our goal is to ensure that our team members feel heard, and we regularly debrief on the data and information collected and bring our employees to the table to support in informing solutions.

5. Work Life Balance and Accessibility

4.1 Distance Remote Working

In our commitment to Diversity, Equity, and Inclusion, we embrace a flexible workplace through our remote-first work model and Distance Remote Work Policy as an opportunity to enhance accessibility and inclusivity, enabling employees to work from home with flexibility to work, meet and collaborate in the office.

4.2 Maternity Leave Top Up

We offer a comprehensive maternity leave top-up program that ensures equitable supporting for all expecting employees, empowering a balance of their professional and family life without discrimination or disadvantage.

4.3 AODA

ISA Cybersecurity is dedicated to removing barriers and ensuring equal access to services, facilities, and opportunities for all individuals. ISA is proud to comply with AODA guidelines and continuously evaluate our roadmap for continuous improvement.

6. Well-Being and Inclusivity

6.1 Mental Health Supports

ISA Cybersecurity prioritizes mental health as a core aspect of our DEI efforts, we aim to create an inclusive environment that nurtures the psychological well-being of all employees. We are committed to creating a workplace where everyone's mental well-being is valued and supported. ISA provides all full-time permanent employees with 4 paid days to be used as personal days to ensure our mental and physical health are supported. In addition, ISA will maintain its commitment to employee development through workshops and resources that specifically focus on promoting mental health and overall well-being. ISA also has enhanced mental health benefits to enable our team members to obtain regular and ongoing mental health support.

6.2 Employee Assistance Program

ISA Cybersecurity offers a comprehensive Employee Assistance Program that is free for all our employees. Our EAP provides helpful training, articles, and connection to counsellors 24/7. Integrating our Employee Assistance Programs fosters a supportive and inclusive environment, addressing the mental health and well-being of all employees.

7. Manager Expectations

It is the responsibility of all people leaders at ISA Cybersecurity to ensure learn and implement inclusive leadership practices and actively promote DEI practices and inclusion within their teams to ensure all team members have a sense of belonging.

How People Leaders are expected Uphold DEI at ISA Cybersecurity

7.1 Ensure fair employment decisions

- o Make employment-related decisions free from discrimination and bias.

- o Promote fairness in hiring, performance evaluations, and promotions.

7.2 Set DEI goals

- o Establish individual DEI goals to foster diverse representation and an inclusive environment within teams.

- o Include DEI objectives in annual goal-setting processes.

7.3 Promote inclusion

- o Engage in behaviors that promote equity and conscious inclusion.

- o Encourage open dialogue and collaboration among team members.

7.4 Mitigate unconscious bias

- o Identify and address potential unconscious biases in employment decisions and talent practices.

- o Implement training and awareness programs to reduce bias.

7.3 Build and hire from diverse talent pools

- o Recruit from a broad pool of talent to create diverse sources.

- o Build a workforce that reflects the diverse communities we serve.

7.4 Provide reasonable accommodations

- o Offer reasonable accommodations for qualified individuals with disabilities and those with religious needs.

- o Address accommodation requests on a case-by-case basis.

- o Ensure that the team is trained and understands Accessibility for Ontarians with Disabilities Act (AODA) and adheres to the customer service standards outlined when interacting with clients and external stakeholders

7.5 Create an inclusive and safe work environment

o   Ensure a work environment free from discrimination, harassment, and bullying.

o   Display inclusive leadership behaviors and value diverse perspectives.

o   Role model respectful behavior in all work-related activities.

o   Encourage employees to collaborate, make suggestions, and respect diverse opinions.

7.5 Cultivate a culture of DEI

o   Foster a culture that supports DEI and aligns with ISA Cybersecurity's core values of Explore, Adapt, Persevere and Uplift

o   Continuously strive to improve DEI efforts and create a sense of belonging for all employees.

8. All Team Member Expectations

All team members are responsible for maintaining the standards outlined in this policy and for continuously seeking ways to enhance our workplace and team dynamics. Everyone is encouraged to discuss with their manager, Leadership Team or HR how we can further improve our environment to ensure it remains a safe and collaborative space for all.

For questions pertaining to this policy, please contact HR@e-isa.com.