

Diversity Equity, and Inclusion (DEI)

Full Policy Statement

This document is drafted using a **"US-Plus" (Hub-and-Spoke) legal architecture**: it establishes primary baseline standards aligned with United States federal and state laws, while incorporating an international extensibility clause designed to harmonize local mandatory legal requirements (such as legal protections under the EU GDPR, UK Equality Act, or Australian Workplace Gender Equality Act) without lowering global baseline protections.

GLOBAL DIVERSITY, EQUITY, AND INCLUSION (DEI) POLICY

Document Control Information

- **Policy Title:** Global Diversity, Equity, and Inclusion (DEI) Policy
- **Document Owner:** Director Tartan Forensic LLC
- **Effective Date:** October 24, 2023 (*Or current date*)
- **Version:** 3.0
- **Applies To:** All attendees or registrants of Tartan Forensic Goods and Services.

1. PURPOSE AND PHILOSOPHY

1.1 Purpose

The purpose of this Global Diversity, Equity, and Inclusion Policy ("Policy") is to establish a rigorous, globally consistent framework for cultivating a learning environment rooted in fairness, dignity, mutual respect, and equal opportunity.

This organization recognizes that a diverse workforce, an equitable culture, and an inclusive operating environment are essential to innovation, sound corporate governance, employee well-being, and sustainable commercial success.

1.2 Core Pillars

This Policy is anchored in three operational pillars:

- **Diversity:** Actively welcoming, valuing, and representing a broad spectrum of human identities, perspectives, backgrounds, and experiences.
- **Equity:** Identifying, addressing, and dismantling systemic barriers to ensure that processes, opportunities, resource distribution, and advancement are impartial and tailored to yield fair outcomes for every individual.
- **Inclusion:** Cultivating a workplace culture where all individuals feel psychologically safe, respected, valued, integrated, and empowered to contribute fully.

2. SCOPE AND JURISDICTIONAL APPLICABILITY

2.1 Geographic and Personnel Scope

This Policy applies universally across all operations, business units, geographic regions, and legal entities operating under the parent company umbrella. It governs all employment and operational practices, including but not limited to: recruitment, talent acquisition, hiring, onboarding, job assignments, compensation, benefits, training, performance evaluations, promotions, transfers, disciplinary actions, terminations, and corporate governance.

2.2 Jurisdictional Framework (“US-Plus” Architecture)

This Policy establishes a **global baseline standard** designed to satisfy and exceed the most stringent non-discrimination, anti-harassment, and equal opportunity requirements under United States law (including Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Age Discrimination in Employment Act, and related federal, state, and local mandates).

Non-US Jurisdictional Harmonization:

1. **Floor, Not Ceiling:** The standards set forth in this Policy represent the global minimum standards for the organization. Where local laws in non-US jurisdictions afford higher levels of protection or establish mandatory affirmative obligations (e.g., the UK Equality Act 2010, the European Union Corporate Sustainability Reporting Directive, Canada's Employment Equity Act, or Australia's Equal Opportunity Acts), those local standards shall apply automatically to individuals operating within those jurisdictions.
2. **Conflict of Laws:** If a provision of this Policy directly conflicts with mandatory local statutory law in any given country, local law shall prevail strictly to the extent of the conflict. However, the spirit and maximum permissible level of inclusion under this Policy must be maintained.
3. **Data Privacy Constraints:** The collection, processing, and storage of sensitive demographic data (e.g., race, ethnicity, sexual orientation, disability status) for DEI tracking are strictly subject to local data privacy regimes (e.g., the European Union General Data Protection Regulation / GDPR). Demographic data collection outside the US shall occur only on a voluntary, explicit-consent, or legally authorized basis as permitted by local laws.

3. PROTECTED CHARACTERISTICS AND NON-DISCRIMINATION STATEMENT

3.1 Zero-Tolerance Policy

The Company strictly prohibits discrimination, harassment, retaliation, or differential treatment of any Covered Individual based on any protected characteristic in the course of, or connected to, Tartan Forensic's products and services.

3.2 Protected Categories

Protected characteristics include, but are not limited to, actual or perceived:

- Race, color, ethnicity, national origin, ancestry, or citizenship status.
- Religion, creed, or spiritual beliefs.
- Sex, gender identity, gender expression, transgender status, or gender transition status.
- Sexual orientation or affectional preference.
- Age (40 and above in the US, and all legal working ages globally).
- Physical, mental, sensory, or learning disability, or medical condition (including genetic characteristics or information).
- Marital status, civil partnership status, or parental/family status.
- Pregnancy, childbirth, breastfeeding, or related medical conditions.
- Military status, veteran status, or uniform service obligation.
- Socioeconomic background or prior justice system involvement (consistent with local legal limitations).
- Any other status protected by applicable federal, state, regional, or local law.

4. REASONABLE ACCOMMODATIONS AND ACCESSIBILITY

The Company is committed to creating an accessible working environment that enables all individuals to perform their essential job functions effectively.

4.1 Disability Accommodations

- **Commitment to Digital Accessibility**
- We believe professional training in law and psychology should be accessible to everyone. Although we operate as a private organization, we hold our platform to the rigorous digital standards applied across the public sector.
- We actively design and maintain our website, video lectures, and learning materials to align with the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards.
- **Feedback & Assistance:** Accessibility is an ongoing effort. If you encounter any barriers while accessing our video courses, transcripts, or site features, please contact the Director at info@tartanforensic.com.
- We will work directly with you to ensure you receive the course materials in an accessible format.
- **Interactive Process:** The Company engages in an interactive, collaborative process with employees and applicants who disclose a disability to identify and implement effective, reasonable accommodations (e.g., adaptive technologies), unless doing so creates an undue hardship under applicable legal standards.
- **Digital & Physical Accessibility:** The Company strives to maintain accessible physical facilities and digital infrastructure (complying with WCAG standards for software and web applications).

4.2 Religious and Cultural Accommodations

- The Company accommodates sincere religious beliefs, observances, and practices (including dietary needs, dress/grooming standards, and prayer schedules), provided such accommodations do not pose an undue hardship on business operations or compromise safety.
- **Gender Affirmation:** The Company supports employees undergoing gender transition according to law.

5. INCLUSIVE CULTURE AND PROGRAMS

5.1 Employee Resource Groups (ERGs)

- **Purpose:** The Company supports voluntary, employee-led Employee Resource Groups (ERGs) that foster community, professional development, and cultural awareness.
- **Governance:** All ERGs must maintain a formal charter, align with business strategy, maintain open membership to all employees regardless of identity, and operate under executive sponsorship.

5.2 Learning and Continuous Education

- **Mandatory Training:** As do lawyers, Tartan Forensic management and any employees undergo regular training modules covering non-discrimination, anti-harassment, conscious inclusion, microaggression awareness, and equitable leadership techniques..

5.3 Reporting Harassment, Discrimination, and Non-Compliance

Covered Individuals who witness or experience behavior violating this Policy amid pour service delivery are encouraged and expected to report it immediately according to published Tartan Forensic policy.

5.6. Absolute Non-Retaliation Guarantee

The Company strictly prohibits retaliation, intimidation, threats, or adverse action of any kind against any individual who:

- Files a good-faith complaint regarding discrimination, harassment, or a violation of this Policy.
- Participates as a witness in an internal or external investigation or legal proceeding.
- Opposes unlawful or discriminatory practices.

6. DEFINITIONS

- **Unconscious / Implicit Bias:** Social stereotypes or automatic associations regarding certain groups of people that individuals form outside their conscious awareness.
- **Microaggressions:** Subtle, verbal or non-verbal, intentional or unintentional comments or actions that express a prejudiced attitude toward a member of a marginalized group.
- **Reasonable Accommodation:** Any modification or adjustment to a job application process, work environment, or the manner in which a job is customarily performed that enables a qualified individual with a disability, religious requirement, or medical condition to participate fully without causing undue hardship to the organization.
- **Intersectionality:** The interconnected nature of social categorizations such as race, class, gender, and disability as they apply to a given individual or group, creating overlapping and interdependent systems of discrimination or advantage.

7. POLICY ADMINISTRATION AND REVISION

- **Policy Review:** This Policy shall be formally reviewed every two (2) years, or sooner if required by legislative updates, corporate restructuring, or significant judicial precedents.
- **Modifications:** The Company reserves the right to amend, suspend, or modify this Policy at its discretion. Any localized addenda created to address specific national laws shall be appended to this document as Jurisdiction-Specific Schedules.