

# DIVERSITY, EQUITY, AND INCLUSION (DEI) POLICY

JANUARY 2026

POLICY NUMBER: TMG-SEC-022

APPROVAL AUTHORITY: BOARD OF DIRECTORS



THE MAZI GROUP

## 1. PURPOSE

This Diversity, Equity, and Inclusion (DEI) Policy establishes The Mazi Group's commitment to building a diverse workforce, ensuring equitable treatment, and fostering an inclusive culture where everyone can thrive. We believe that diversity drives innovation, equity ensures fairness, and inclusion enables our people to do their best work across all brands: Mazi Beauty, Glam Switch, On The Go Mists, and Upvendo.

## 2. SCOPE

This policy applies to:

- All employees, contractors, and job applicants
- All aspects of employment: recruiting, hiring, development, promotion, compensation, and separation
- All brands and business units
- All geographic locations
- Workplace culture and interactions

## 3. OUR COMMITMENT

### 3.1 Diversity

We value and seek diversity in all its forms, including but not limited to:

- Race and ethnicity
- Gender and gender identity
- Sexual orientation
- Age and generation
- Disability status
- Veteran status
- Religion and belief
- National origin and culture
- Socioeconomic background
- Education and experience
- Thought and perspective

### 3.2 Equity

We are committed to:

- Fair treatment for all employees
- Equal access to opportunities and resources
- Addressing systemic barriers
- Pay equity across demographics
- Equitable policies and practices

### 3.3 Inclusion

We strive to create an environment where:

- Everyone feels welcomed and valued
- All voices are heard and respected
- People can bring their authentic selves to work
- Differences are celebrated
- Everyone has a sense of belonging

## 4. EQUAL EMPLOYMENT OPPORTUNITY

The Mazi Group is an equal opportunity employer. We do not discriminate based on:

- Race, color, or ethnicity
- Religion or creed
- Sex, gender, or gender identity
- Sexual orientation
- National origin or ancestry
- Age
- Disability (physical or mental)
- Veteran or military status
- Genetic information
- Marital or family status
- Pregnancy or related conditions
- Any other protected characteristic

## **5. RECRUITING AND HIRING**

### **5.1 Diverse Candidate Pools**

- Source candidates from diverse channels
- Partner with diverse professional organizations
- Attend diverse career fairs and events
- Use inclusive job descriptions
- Remove unnecessary requirements that limit diversity

### **5.2 Inclusive Hiring Process**

- Diverse interview panels
- Structured interviews with consistent questions
- Bias training for interviewers
- Objective evaluation criteria
- Reasonable accommodations for candidates with disabilities

### **5.3 Goals and Accountability**

- Set diversity hiring goals
- Track diversity metrics in hiring
- Hold hiring managers accountable
- Review and address gaps

## **6. DEVELOPMENT AND ADVANCEMENT**

### **6.1 Equal Opportunity for Growth**

- Fair access to training and development
- Transparent promotion criteria
- Mentorship and sponsorship programs
- Leadership development for underrepresented groups

### **6.2 Succession Planning**

- Include diverse candidates in succession plans

- Develop diverse leadership pipeline
- Address barriers to advancement

## **7. COMPENSATION EQUITY**

- Regular pay equity analyses
- Address unexplained pay gaps
- Transparent compensation practices
- Equal pay for equal work
- Consider pay history bans where applicable

## **8. INCLUSIVE WORKPLACE CULTURE**

### **8.1 Respectful Environment**

- Zero tolerance for discrimination and harassment
- Respectful communication
- Inclusive language
- Cultural awareness and sensitivity

### **8.2 Employee Resource Groups (ERGs)**

- Support formation of ERGs
- Provide resources and executive sponsorship
- Encourage participation
- Value ERG input on company initiatives

### **8.3 Inclusive Practices**

- Flexible work arrangements
- Inclusive meeting practices
- Accessible facilities and technology
- Recognition of diverse holidays and observances
- Inclusive benefits

## 9. ACCESSIBILITY

- Provide reasonable accommodations for disabilities
- Ensure physical accessibility of facilities
- Ensure digital accessibility of systems and content
- Train employees on accessibility
- Engage employees with disabilities in accessibility efforts

## 10. SUPPLIER DIVERSITY

- Seek diverse suppliers and vendors
- Track diverse supplier spend
- Support diverse business development
- Include diversity in procurement criteria
- See TMG-SEC-014 for vendor management policy

## 11. PRODUCT AND MARKETING INCLUSION

### 11.1 Inclusive Products

- Design products for diverse users
- Consider diverse skin tones, hair types, and needs (Mazi Beauty)
- Ensure AI systems are fair and unbiased (Glam Switch)
- Test products with diverse user groups

### 11.2 Inclusive Marketing

- Represent diversity in marketing and advertising
- Avoid stereotypes and bias
- Use inclusive imagery and language
- Engage diverse communities authentically

## 12. TRAINING AND EDUCATION

- DEI training for all employees
- Unconscious bias training

- Inclusive leadership training for managers
- Cultural competency training
- Ongoing education and awareness

## **13. MEASUREMENT AND ACCOUNTABILITY**

### **13.1 Metrics**

- Track workforce demographics
- Monitor representation at all levels
- Measure hiring and promotion rates by demographic
- Track pay equity
- Survey employee sentiment on inclusion

### **13.2 Reporting**

- Regular reporting to leadership
- Annual diversity report
- Transparency with employees
- External reporting as appropriate

### **13.3 Accountability**

- DEI goals in leadership objectives
- Include DEI in performance evaluations
- Executive accountability for progress
- Board oversight of DEI strategy

## **14. GOVERNANCE**

### **14.1 DEI Leadership**

- Executive sponsor for DEI
- DEI council or committee
- Dedicated DEI resources
- Integration with HR and business strategy

## **14.2 Continuous Improvement**

- Regular assessment of DEI programs
- Employee feedback mechanisms
- Benchmarking against best practices
- Adapt strategies based on results

## **15. REPORTING CONCERNS**

- Report discrimination or bias to HR, manager, or Ethics Hotline
- No retaliation for good-faith reports
- Prompt and fair investigation of concerns
- See TMG-SEC-023 for harassment reporting

## **16. ROLES AND RESPONSIBILITIES**

### **16.1 All Employees**

- Treat colleagues with respect
- Support an inclusive environment
- Participate in DEI training
- Speak up about concerns

### **16.2 Managers**

- Model inclusive behavior
- Build diverse teams
- Ensure equitable treatment
- Address issues promptly
- Support employee development

### **16.3 Leadership**

- Champion DEI strategy
- Allocate resources
- Hold organization accountable

- Lead by example

## 17. RELATED POLICIES

This policy should be read in conjunction with:

- TMG-SEC-010: Social Responsibility and Community Engagement Policy
- TMG-SEC-021: Code of Conduct and Business Ethics
- TMG-SEC-023: Anti-Harassment and Non-Discrimination Policy
- TMG-SEC-024: Employee Handbook and Workplace Policies
- TMG-SEC-038: AI Ethics and Responsible AI Use Policy

## 18. POLICY REVIEW

This policy shall be:

- Reviewed annually by HR and DEI leadership
- Updated based on progress and best practices
- Approved by executive leadership
- Communicated to all employees

## 19. DEFINITIONS

- **Diversity:** The presence of differences within a group, including various dimensions of identity and experience.
- **Equity:** Fair treatment, access, and opportunity for all, addressing systemic barriers.
- **Inclusion:** Creating an environment where all individuals feel welcomed, respected, and valued.
- **Belonging:** The feeling of being accepted and included as a member of a group.
- **ERG:** Employee Resource Group - voluntary, employee-led groups organized around shared characteristics or experiences.

**For questions about this policy, contact:**

Human Resources Department

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