

Tromso Co., Ltd. Policy on Gender Equality

1. Purpose

The purpose of this policy is to promote gender equality and ensure that all employees are treated fairly and equitably, regardless of their gender. Tromso is committed to fostering a work environment that supports and respects diversity and inclusion.

2. Scope

This policy applies to all employees and contractors working at Tromso.

3. Policy Statement

Tromso is dedicated to:

Promoting equal opportunities for all employees and job applicants.

Preventing any form of discrimination, harassment, or bias based on gender.

Encouraging a culture of respect and inclusion where diverse perspectives are valued.

4. Equal Employment Opportunities

Recruitment: Tromso will ensure that all job postings, descriptions, and selection criteria are gender-neutral and free from biases.

Hiring: Selection of candidates will be based on merit and qualifications, ensuring fair representation of all genders in the hiring process.

Promotion and Career Development: Opportunities for career advancement will be based on performance, skills, and qualifications, without gender bias.

5. Work Environment

Inclusive Culture: Tromso will foster a culture that promotes mutual respect, diversity, and inclusion. Regular training sessions on gender sensitivity and unconscious bias will be conducted.

Safe Workplace: Tromso is committed to providing a workplace free from harassment and discrimination. Any incidents of gender-based harassment or discrimination will be addressed promptly and effectively.

6. Work-Life Balance

Tromso recognizes the importance of work-life balance and will:

Implement flexible working hours and remote working options to accommodate the diverse needs of employees.

Support parental leave for all genders, ensuring that all employees have access to the necessary time off for family responsibilities.

7. Pay Equity

Tromso is committed to ensuring pay equity across the organization by:

Conducting regular reviews of compensation practices to identify and address any gender pay gaps.

Ensuring that salary decisions are based on objective criteria such as performance, skills, and experience.

8. Reporting and Accountability

Reporting Mechanisms: Employees can report any incidents of gender-based discrimination or harassment to their immediate supervisor or the HR department. Confidentiality will be maintained, and no retaliation will be tolerated against those who report in good faith.

Accountability: Management will be held accountable for enforcing this policy and ensuring a gender-inclusive work environment.

9. Monitoring and Review

Tromso will regularly monitor the implementation of this policy and review it annually to ensure its effectiveness. Feedback from employees will be sought to continuously improve gender equality practices.

10. Communication

This policy will be communicated to all employees, and new hires will be informed during the onboarding process. It will also be made available on the company's intranet and other relevant platforms.

Approved by:

Masaaki Uesugi

Chief Executive Officer of Tromso Co., Ltd.

April 1, 2022