

DIVERSITY, EQUITY & INCLUSION (DEI) POLICY

Small Business Workplace Policy

Issued by	PROTEC GmbH
Applicable for	Office-Based Small Business Operations
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1. Purpose

PROTEC GmbH is committed to maintaining a workplace where all employees are treated with dignity, fairness and respect. As a small business, we value teamwork, equal opportunity and an inclusive working environment where everyone can contribute.

2. Scope

This Policy applies to all employees, managers, temporary staff, interns, applicants, contractors and business partners where applicable.

3. Equal Opportunity

Employment decisions including hiring, development, compensation and termination are based on qualifications, performance and business needs. PROTEC GmbH does not tolerate discrimination based on gender, age, nationality, ethnic origin, religion or belief, disability, sexual orientation, marital or family status, political opinion or other legally protected characteristics.

4. Respectful Workplace

All employees are expected to contribute to a respectful and professional environment. Harassment, bullying, intimidation, offensive behavior and discrimination of any kind are not tolerated.

5. Inclusion and Participation

Different perspectives and ideas are valued. Managers are expected to encourage fair participation, listen to concerns and support equal treatment within teams.

6. Reporting Concerns

Employees who experience or witness discrimination, harassment or inappropriate behavior should report concerns to management or Human Resources. Reports will be handled confidentially where possible and without retaliation for good faith reporting.