

OpenText Equal Employment Opportunity Statement of Policy (US)

Statement of Policy

Open Text Corporation seeks to ensure equal employment opportunity in accordance with all applicable state and federal regulations and guidelines. Discrimination or harassment of employees or applicants on the basis of any of sex, gender identity, sexual orientation, age,

Strategic Goals

The EOAP will incorporate the following strategies to ensure commitment to EEO:

- EEO Recruitment Sources and Strategy: The Company will make a good faith effort to recruit a diverse group of employees, providing equal opportunity for minorities, women, persons with disabilities and protected veterans.
- EEO Selection Strategy: The Company will utilize procedures, processes and techniques that are fair and do not have an disproportionate adverse impact on minorities, women, persons with disabilities or protected veterans. Prospective employees will not be excluded from the hiring process due to protected characteristics.
- EEO Placement/Orientation Strategy: Newly hired employees will be provided with basic employment information during the first couple of weeks on the job including information regarding corporate policies and procedures as well as compensation and benefit information. Employees will not be denied compensation, benefits or promotional opportunities based on protected characteristics.
- EEO Performance Evaluation Strategy: The Company will evaluate the performance of their employees on an annual basis. Manager feedback will be provided to help identify areas to be improved as well as reinforcement of activities that met or exceeded expectations. Performance evaluations will be completed without regard to protected characteristics.
- EEO Training Strategy: The Company will continue to promote EEO by providing tools and training to all managers and employees.
- EEO Discipline Strategy: The Company has established policies which support respect, promote equity, diversity and inclusion and a workplace free of harassment and discrimination. Employees who violate these policies will be subject to disciplinary action up to and/or including termination.
- EEO Separation Strategy: The Company has established an Employee Satisfaction Survey which shall be completed regularly by employees. This provides the Company with an understanding of employment engagement levels and key risk areas that help decrease employee turnover.
- EEO Monitoring Strategy: The Company will ensure that Human Resources leaders clearly understand this Policy and hold managers and supervisors accountable for the effectiveness of this Policy.

The EOAPs include an audit and reporting system which, among other things, uses metrics and other information to measure the effectiveness of the EOAPs.

The Equal Opportunity Officer has been assigned responsibility for periodically reviewing progress in the compliance and implementation of the EOAPs. In accordance with applicable laws, the EOAPs for qualified individuals with disabilities and protected veterans are available for inspection in the Human Resources Department, Monday through Friday, from 8:30am 4:30pm (EST) upon request.

This policy will be available to all employees and will be posted according to regulatory obligations.

Violations

Any employees who violate this P

- Provide a written or oral report to your manager or Employee Relations as soon as possible after the incident (