

## Tugboat Logic Diversity, Equity and Inclusion Controls

#	Control Title	Control Description	Pillars (Category)
1	DEI1 – Diversity, Equity and Inclusion Policy	The organization has established a diversity, equity and inclusion policy which is reviewed on an annual basis by executive management. All employees and contractors are required to read and acknowledge the policy as part of onboarding and annually thereafter.	Leadership Commitment & Involvement
2	DEI2 – Diversity, Equity and Inclusion Awareness	The organization has implemented a formal diversity, equity and inclusion awareness training program. Employees and contractors are required to complete the training as part of the onboarding process and annually thereafter.	Communication
3	DEI3 – Communication on Diversity, Equity and Inclusion Values	All internal and external users are informed on the organization's commitment and initiatives towards diversity, equity and inclusion values on a regular basis.	Communication
4	DEI4 – Diversity, Equity and Inclusion Officer	The organization has appointed a Diversity, equity and Inclusion officer who is accountable for defining and implementing diversity, equity and inclusion strategies in order to ensure alignment between DEI principles and business strategy.	Leadership Commitment and Involvement
5	DEI5 – Executive Oversight on Diversity, Equity and Inclusion	The executive team meets on a quarterly basis to oversee the implementation of diversity, equity and inclusion initiatives in alignment with organization's business strategy.	Leadership Commitment and Involvement
6	DEI6 – Budget and Resource Allocation	The organization determines, documents, and allocates the appropriate resources and budget required to address diversity, equity and inclusion practices as part of its capital planning process.	Leadership Commitment and Involvement
7	DEI7 – Inclusive Job Descriptions	The organization provides candidates with an inclusive job description that documents key roles and responsibilities and required skillset, while using gender-neutral language. Job descriptions are reviewed and updated annually or in case of significant changes.	Equitable Hiring, Retention and Benefits
8	DEI8 – Equitable Hiring Process	The organization has established guidelines for integrating diversity, equity and inclusion goals into the hiring process and systematically helping reduce unconscious bias.	Equitable Hiring, Retention and Benefits
9	DEI9 – Equitable Compensation and Benefits Program	The organization has established an equitable compensation and benefits program to attract and support diverse talent through fair compensation and inclusive benefits offerings.	Equitable Hiring, Retention and Benefits
10	DEI10 – Clear Career Paths	The organization has developed and communicated clear career paths that provide all employees with equal growth and development opportunities.	Equitable Hiring, Retention and Benefits
11	DEI11 – Community Involvement and Social Impact	The organization has established a policy for employees to engage in programmes that promote and improve social well-being, including employee resource groups and community volunteering initiatives. Time spent by each employee is tracked and documented.	Employee Involvement
12	DEI12 – Employee Well-being	The organization has implemented a default enrollment program for physical and mental well being of employees to encourage diverse and inclusive culture within the organization.	Employee Involvement
13	DEI13 – Diversity, Equity and Inclusion Report and Feedback	On an annual basis, the organization conducts surveys and collates feedback to measure its progress on diversity, equity and inclusion initiatives and performs reporting to relevant stakeholders. Issues identified are documented, tracked and resolved in a timely way.	<b>Feedback Initiative</b>
14	DEI14 – Anonymous Reporting	The organization has established channels for anonymous reporting and tracking that allow employees to report issues related to discriminatory actions and other issues impacting the organization's diversity, equity and inclusion requirements.	Feedback Initiative
15	DEI15 – Collection and Processing of Diversity Data	The organization has established a process for collecting and processing diversity data in accordance with applicable laws and regulations.	Data Privacy

If you want to track and report your diversity, equity and Inclusion compliance with Tugboat Logic, please contact us at <https://tugboatlogic.com/contact-us/>