



# Global Diversity & Inclusion Policy

## Purpose

ORBCOMM employees are our most valuable asset. We recognize and value the contribution of people with different capabilities and perspectives. As such, we strive to create an inclusive environment, which embraces those differences and fosters inclusion.

## Scope

ORBCOMM embraces and encourages our employees' differences such as race, ethnicity, skin color, religion, creed, national origin, age, gender, gender identity or expression, sexual orientation, veteran status, physical and mental ability, disability, socio-economic status, family or marital status as well as other characteristics that make employees unique. We believe that a diverse workforce that both reflects diversity of ideas and the communities in which we operate benefits everyone. Discrimination and biases are wholly rejected by ORBCOMM by our employees and our business partners. Whether overt discrimination or unconscious bias, ORBCOMM strives to create a place where our employees feel valued and safe.

To achieve a diverse and inclusive environment, ORBCOMM applies the above principals to our business operations, including the following practices:

- Recruitment and selection
- Performance management
- Compensation and benefits
- Promotions and transfers
- Professional development and training
- Layoffs and terminations

ORBCOMM is committed to the ongoing development of an inclusive work environment that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work life balance.

All employees and contractors have a responsibility to treat others with dignity and respect in a way that reflects ORBCOMM's values.

## Definitions

**Diversity:** In general, diversity means being composed of different elements or any dimension that can be used to differentiate groups and individuals from one another. This includes, but is not limited to race, ethnicity, skin color, religion, creed, national origin, age, gender, gender identity or expression, sexual orientation, veteran status, physical and mental ability, disability, socio-economic status, family or marital status. Even though people may appear the same on the outside, they are different.

**Inclusion:** Inclusion is the act of including and a strategy to leverage diversity. Diversity always exists; inclusion must be created. An inclusive environment must be created where people feel supported, listened to and able to do their personal best.

**Unconscious Biases:** Unconscious biases are learned stereotypes, which are expressed as automatic, unintentional, ingrained actions, statements and behaviors.

## Training and Reporting Procedures

All employees and managers receive diversity and harassment training while employed at ORBCOMM. Employees must implement these principles in their day-to-day work and interactions with colleagues and customers. We ask that employees report any concerns with regards to inappropriate conduct to their manager and/or Human Resources.

Managers are responsible for implementing these principles as a part of their day-to-day management of employees and in applying policies and practices in fair and equitable ways. They must also recognize unacceptable behavior and take immediate appropriate action.

Additional reporting procedures are listed in ORBCOMM's Global Violence & Harassment Policy.

Any employee found to have violated this policy or ORBCOMM's EEO and/or Global Violence & Harassment policies will be subject to disciplinary action.

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**Policies, practices and procedures may be added, amended or deleted by ORBCOMM, in its sole discretion, as it considers appropriate based on operational needs or in accordance with applicable laws. Significant updates to policies, practices and procedures will be communicated to employees. Employees bear the responsibility of reading, understanding and abiding by updated policies, procedures and practices. All ORBCOMM policies are subject to minimum legislation/statutory requirements as applicable.**