



INCLUSION CODE OF CONDUCT

Spanish Cove Retirement Village is dedicated to creating an inclusive work environment for everyone. We embrace and celebrate the unique experiences, perspectives, and cultural backgrounds that each employee brings to our workplace. Spanish Cove Retirement Village strives to foster an environment where our employees feel respected, valued, and empowered, and our team members are at the forefront in helping us promote and sustain an inclusive workplace.

Spanish Cove Retirement Village is committed to taking the following actions in support of an inclusive workplace:

- Provide ongoing education and training to all employees on diversity, equity, and inclusion topics.
- Support the creation and operation of diversity, equity, and inclusion council comprising employees from all levels of the company.
- Provide all employees with a safe avenue to voice concerns regarding diversity, equity, and inclusion in our workplace.
- Conduct annual employee surveys and focus groups to provide an opportunity to identify areas where our company supports inclusive practices and where there is room for growth.

Statement of Policy:

Spanish Cove Retirement Village will not tolerate discrimination, harassment, or any behavior or language that is abusive, offensive, or unwelcome.

Violations:

Employees are expected to report incidents that violate this code of conduct by contacting a manager or human resources or by the facility anonymous reporting hotline in the following ways:

Website: www.lighthouse-services.com/spanishcove.com

English speaking USA: 833-350-0009

Spanish Speaking USA and Canada: 800-216-1288

E-mail: reports@lighthouse-services.com (must include company name with report)

Fax alternative for written documents: 215-689-3885 (must include company name with report)

Employees who violate the Spanish Cove Retirement Village code of conduct expectations will face disciplinary action. Possible consequences include additional training, verbal and written warnings, suspension, and termination of employment.