

Equity, Diversity & Inclusion Policy

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Contents

1.0 General Introduction	2
1.1 Purpose	2
1.2 Objectives	2
1.3 Scope	3
1.4 Principles	3
1.5 Integration with other documents	3
2.0 The Group Approach	3
2.1 Our principles and vision	4
3.0 Our Commitment	4
4.0 Line Manager Responsibilities	5
5.0 Employee Responsibilities	5
6.0 Raising Issues	6

1.0 General Introduction

‘The Equity, Diversity and Inclusion Policy exists to ensure that employees and candidates can be selected regardless of their individual characteristics’

1.1 Purpose

Equity, Diversity & Inclusion (ED&I) is part of the way in which the Group operates. We can only reach our ambitions if we create an environment whereby people can be their authentic selves at work, sharing their skills knowledge and experience, thus creating an environment which allows people to perform to the best of their abilities.

This policy sets out our commitment to promoting a culture of inclusion which benefits employees, clients and candidates. Discrimination will not be tolerated and will be dealt with in accordance with our Disciplinary & Performance Review policy.

Equity for the Group means fairness: we must ensure that individuals, or groups of individuals, are not treated less favourably because of any protected characteristics. Equity also means equality of opportunity: we must also ensure that those who may be disadvantaged can get the tools they need to access the same, fair opportunities as their peers.

Diversity for the Group is about recognising difference. It’s acknowledging the benefit of having a range of perspectives in decision-making and the workforce being representative of the organisation’s clients and candidates.

Inclusion for the Group is about ensuring that people’s differences are valued and used to enable everyone to thrive at work. An inclusive working environment is one in which everyone feels that they belong without having to conform, that their contribution matters and that they are able to perform to their full potential, no matter their background, identity or circumstances.

1.2 Objectives

1. Maintain compliance with all relevant legal, regulatory and contractual requirements within the countries that we operate
2. Provide a reference document for training purposes
3. Provide guidance for best practice
4. To ensure that everyone is treated with dignity and respect
5. To encourage and celebrate equity, diversity and inclusion, by doing all we can to remove barriers in the workplace to ensure that everyone can fairly achieve their potential
6. To ensure that managers lead by example and create an inclusive culture in line with Group principles and values

1.3 Scope

This policy should be applied to:

- All areas of operations of the Robert Walters Group
- All employees

All managers are responsible for implementing the policy within their business areas.

1.4 Principles

This policy will be subject to review under the following circumstances:

- As part of an annual policy review process
- Following change in regulation (in local countries as required)
- On request by a Board member

1.5 Integration with other documents

This procedure may need to be read in conjunction with the following document:

- Anti-Harassment Policy (RWGHRP001)
- Disciplinary and Performance Review Policy (RWGHRP007)
- Code of Conduct (RWGHRP034)

2.0 The Group Approach

The Group believes in equity of opportunity for all employees and job applicants regardless of the following:

- Age
- Caring Responsibilities
- Disability
- Gender identity or Gender Reassignment
- Marriage and Civil Partnerships
- Pregnancy, Maternity and Paternity
- Race or Ethnic heritage
- Learning & thinking differences
- Long Term Health Conditions
- Nationality
- Religion or Belief
- Sex
- Sexual Orientation
- Socio-economic status

The Group embraces the principles of equity, diversity and inclusion. We aim to provide a working environment and culture that recognises and values differences. The Group also aims to attract and recruit the best employees and candidates whilst encouraging diversity. We select employees and candidates on the basis of merit and experience. We do not select employees and candidates based on any protected characteristics but capture data according to skill set and experience.

This policy is to provide equity, diversity and inclusion at all stages of the employment relationship for all employees whether part time or full time. We oppose all forms of unlawful and unfair discrimination on grounds of any protected characteristics. Selection is therefore on the basis of aptitude, skills and ability. Any employee found to have breached this policy may be subject to disciplinary action under Group's Disciplinary and Performance Review policy.

2.1 Our principles and vision

The Group's commitment to Equity, Diversity and Inclusion is underpinned by our vision and principles that all employees are expected to strive to adhere to. Our vision is as set out below:

We continually strive to create a workplace based on the **principles of inclusion and respect for all**; a place where everyone **listens and learns** from each other to **drive innovation**; a place where everyone can be their authentic self.

Our ambition is to be a global change-maker and **thought leader** and as such, seek to leverage our relationships with our clients, candidates and colleagues and **inclusive hiring expertise** to challenge status quo hiring practices. We believe this is the role we can play to build a more **equitable society for all**.

At the Robert Walters Group we believe in:

- Fairness and respect for all
- Powering people and organisations to fulfil their unique potential
- Enabling and valuing everyone to have a voice and to feel safe to speak up and use it
- Social equity and socially responsible business

The Group's approach will enable us to:

- Embed Equity, Diversity & Inclusion into our policies, processes and behaviour
- Enable employees to bring their true, authentic selves to work
- Be more equitable and transparent
- Value and leverage unique perspectives
- Drive our innovative thinking towards our services for clients and candidates

3.0 Our Commitment

- Every employee is entitled to a working environment which promotes dignity and respect to all where individual differences and the contributions of all employees are recognised and valued. No form of intimidation, bullying, harassment or victimisation will be tolerated. The expectations of all our colleagues in respect to respect, dignity & fair treatment are laid out within our Code of Conduct (RWGHRP034)
- Ensure every employee undertakes relevant training in equity, diversity and inclusion to raise awareness, understanding and the importance of equal opportunities in the workplace.
- Ensure that our employment, training and development opportunities, and other policies, procedures and practices comply with this policy and do not discriminate intentionally or unintentionally against any group or individual.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, clients, suppliers, visitors, the public and any others in the course of the organisation's work activities.

- Such acts will be dealt with as misconduct under the organisation’s grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
- Follow local laws on equity as a minimum standard.
- Create the conditions whereby you can work without fear of discrimination of inequity and empower you to share with us your thoughts on how we can improve (both formally and informally).
- Collect diversity information (where local laws allow) of employees both at offer stage and intermittently through the employee life cycle to be held confidentially within our HR and payroll systems. The information will be used for statistical analysis. Our internal analysis will be at an aggregated anonymous level and look at trends across the business to help inform our ED&I initiatives and programmes. Occasionally we are also asked to share information with external parties such as clients, annual reports or our website to evidence the diverse nature of our business. In all cases the data or information shared with external parties will be aggregated and anonymised.
- Have a proactive plan to achieve our ED&I ambitions in the countries we work in.
- The Group’s management fully supports this policy and responsibility for it lies with the Board of Directors.

4.0 Line Manager Responsibilities

As a line manager at the Robert Walters Group we expect you:

- To actively support equity, diversity and inclusion, so that all colleagues feel valued, engaged and respected
- To ensure that the decisions you make affecting employment, training, promotion, reward and career development are based only on an individual’s skills, talents and ability
- To engage with your colleagues to create an inclusive working environment and ensure that everyone is familiar with the policy and aware of their responsibilities
- To proactively address any inappropriate behaviour, including taking formal disciplinary action where necessary
- To ensure yourself and your team members complete any relevant ED&I training
- To be an advocate of diversity and inclusion
- To create a safe environment in which members of your team feel confident and able to speak up and raise concerns where necessary
- To support relevant reasonable adjustments to accommodate colleagues’ needs.

5.0 Employee Responsibilities

As a colleague and team member we expect you:

- To familiarise yourself with this policy and to act in accordance with our commitment to equity, diversity and inclusion at all times

- To work in partnership to create an inclusive environment in which everyone's contributions are valued
- To respect the rights of all your colleagues in an environment that is free from discrimination or harassment
- To proactively challenge inappropriate behaviour and report breaches of this policy to your line manager or the HR team
- To be an advocate of diversity and inclusion both within the business and with clients and candidates

6.0 Raising Issues

Complaints of alleged discrimination, harassment, third party harassment or victimisation are dealt in accordance with our Anti-Harassment Policy.

If you feel that you are, or have been discriminated, harassed or victimised you should raise the matter in complete confidence with the HR Department.

We take all complaints seriously and deal with them accordingly.