

# Equality, Diversity & Inclusion Policy

## Human Resources

### Document control

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*Printed versions of this policy are uncontrolled (i.e., they may not be the current version).*

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## 1.0 General Introduction

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

### 1.1 Purpose

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Equality, 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, staff, clients and candidates. Discrimination will not be tolerated and will be dealt with in accordance with our Disciplinary & Performance Review policy.

Equality for the Group means fairness: we must ensure that individuals, or groups of individuals, are not treated less favourably because of any protected characteristics. Equality 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 they are able to perform to their full potential, no matter their background, identity or circumstances.

### 1.2 Objectives

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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 equality, 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

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This policy should be applied to:

- All areas of operations of the Robert Walters Group
- All staff employed both permanent and contracted

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

### 1.4 Principles

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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

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

- Anti-Harassment Policy (RWHRP001)

## 2.0 The Group Approach

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

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnerships
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

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

This policy is to provide equality, diversity and inclusion at all stages of the employment relationship for all staff whether part time, full time or temporary. 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.

### 3.0 Our Commitment

- Every employee is entitled to a working environment which promotes dignity and respect to all. No form of intimidation, bullying, harassment or victimisation will be tolerated and where individual differences and the contributions of all staff are recognised and valued.
- Ensure every employee undertakes relevant training in equality, 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 equality as a minimum standard.
- Create the conditions whereby you can work without fear of discrimination of inequality 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 ensure that the Group instigates relevant initiatives in support of ED&I.
- 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 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.