

Inclusion & Impact Policy



Our Commitment to Inclusion

As part of our Inizio Commitments, we champion diversity, promote a culture of inclusion, and ensure equity across our organization. Our inclusive culture aims to bring people from diverse backgrounds, viewpoints, and life experiences together in a setting where all feel valued and empowered to produce outstanding results for our clients and communities. Inizio is fully committed to providing equal opportunities for all our colleagues, contractors, and job applicants, and to eliminating unlawful and unfair discrimination.

Our Policy and its Scope

Inclusion & Impact ("I&I") are everyone's responsibility – that includes all of us around the globe. Inizio colleagues are also expected to apply the principles of equal opportunities and non discrimination in their interactions with clients, suppliers, business partners and visitors. Management at all levels are specifically responsible for ensuring that those reporting to them are aware and comply with this policy and undertake relevant training in respect of it.

Scope of this policy

Inizio's I&I Policy applies and pertains to:

- All of our locations, businesses, affiliates, and ventures where we hold a controlling interest; and

- All Inizio staff, contingent workers, contractors, or anyone who is engaged in activities where they are acting on behalf of the group. The principles set out in this policy apply in the workplace and outside the workplace in a work-related context, such as on business trips, client or supplier events or work-related social events.

Importantly, all those acting on behalf of the group in engaging with suppliers, contractors and business partners should communicate this policy and our Codes of Conduct as such relationships commence, and as appropriate thereafter.

Zero tolerance for all forms of discrimination, harassment, and retaliation

Any form of harassment, even when not unlawful, will not be tolerated. Failure to comply with this policy, whether or not this is intentional, may lead to disciplinary action (up to and including dismissal) or the termination of a relevant contract (if applicable). Retaliation or retribution will be subject to disciplinary action in line with Inizio's Speak Up Policy.

Minimum standards and local-level exceptions

This policy establishes minimum I&I standards for all Inizio business and subsidiaries. Any deviations to this policy which are required because of local legal or regulatory I&I standards, must be approved by Inizio's Global Director of Inclusion & Impact.

Our I&I and HR Teams

In partnership, the Global and Local HR and I&I teams will:

- Promote and increase the awareness of I&I Policy and related processes,
- Keep the I&I Policy updated in-line with legal and regulatory requirements and business objectives,
- Ensure this I&I Policy and the related suite of supporting processes safeguard against three main objectives:
 - **Discrimination:** unfair or prejudicial treatment of people and groups based on characteristics, even when not unlawful
 - **Harassment:** any act or conduct that could reasonably be regarded as offensive, humiliating, or intimidating
 - **Bullying:** repeated inappropriate behaviour, direct or indirect, which could reasonably be regarded as undermining the person's right to dignity at work
- Monitor compliance with this policy and the supporting processes, and periodically review and report on the effectiveness of this policy and related processes.

Our Leaders and Managers

Business leaders, functional heads, and managers across Inizio are expected to:

- Role model the behaviours outlined in the Inizio I&I Vision and Mission and Inizio Commitments
- Provide an environment that is inclusive and supports diversity, ensuring that all of us at Inizio are treated with respect,
- Challenge behaviours inconsistent with Inizio's I&I Vision and Mission and/or Our Code & Commitments,
- Support and encourage staff to adhere with this Global I&I Policy and all applicable supporting processes that relate to such,
- Encourage staff to participate in I&I- related programming and provide feedback to the I&I teams,
- Ensure all I&I Policy awareness training requirements are fulfilled,
- Attend relevant I&I training to stay current on how to best create and support a diverse and collaborative environment, and
- Report to HR and Global Director of I&I in a timely manner any non compliance with this policy and its related processes.

Our People and Personnel

Championing I&I is the responsibility of everyone at Inizio, including contingent workers, and contractors who represent Inizio. Those acting on Inizio's behalf:

- Understand the importance of working in a collaborative environment with diverse teams to promote creativity and innovation,
- Commit to understand dimensions of diversity, and continuously build greater cultural awareness,
- Create an inclusive environment that is free from discrimination, harassment, and bullying,
- Complete I&I training assigned to you satisfactorily and within required timelines,
- Adhere to local regulations and legal requirements whilst maintaining the controls highlighted in this I&I Policy and related processes, and
- Immediately report any discrimination, harassment or bullying incidents to managers or HR in accordance with local HR procedures. Escalate as needed to inizio.ethicspoint.com.

This policy, together with supportive internal processes, and our Code and Commitments form Inizio's I&I framework. Please contact our Global Director of I&I with any questions pertaining to the specifics of this policy or our framework.

