

## DIVERSITY, INCLUSION AND BELONGING POLICY

This policy applies to all Version 1 employees, irrespective of their status, and should also be adhered to by everyone who works on our premises including contractors, agency workers, suppliers and visitors. This policy is non-contractual and can be amended at any time.

This policy is applicable at all times during an employee's employment with the Company, inclusive of their behaviour whilst on Version 1 premises, working remotely, or in any other work-related settings, such as during business travel, at external meetings, on customer sites or at work related social events. In addition, this policy will apply during an employee's contractual notice period, including those on garden leave. Failure to abide by this policy may result in disciplinary action, which could lead to dismissal.

### Definitions

**Diversity:** Refers to the existence of variations of different characteristics in a group of people.

**Inclusion:** The ability to recognise, respect, and value differences in those around us, and that everyone is included, visible, heard and considered.

**Belonging:** Everyone is treated and feels like they belong to our organisation and can thrive within it being their authentic self.

**Equity:** Fair treatment for all while striving to identify and eliminate inequities and barriers.

**Equality:** Everyone is treated fairly and given an equitable chance to access opportunities.

**Discrimination:** The treatment of a person in a less favourable way than another person is, has or would have been treated, on any of the nine protected characteristics.

### Diversity, Inclusion and Belonging at Version 1

At Version 1, we believe that nurturing a diverse and inclusive environment is essential to achieving a workplace in which every employee feels that they belong and can be themselves. Our inclusive environment means always challenging ourselves and others to do better for each other and our customers, committing to excellence and not making excuses - which results in a workplace where everyone feels included, heard, and can truly be themselves, as exemplified in us retaining our Great Place to Work accreditation for 11 years and continuously voted as a Great Place to Work for Women. Our commitment to ensuring that the diversity and inclusivity that we promote, is central not only to achieving and maintaining our goals as a business, but also to make sure that our people feel that they belong.

Our Diversity, Inclusion and Belonging (DIBs) motto is: "Bring Your Difference". This was inspired by our very own people. Driving innovation in all areas of a customer's business on a daily basis is something that Version 1 people have always been known for. Every day, we are amazed at the level of innovation and commitment to problem-solving displayed by our consultants across hundreds of customer sites and projects. The range and capability of technology today is truly amazing but without our great people, nothing would happen. They bring their differences together to make differences for all.

## **Scope of Policy**

We value the contribution of all employees and requires every employee to refrain from any type of behaviour which may be interpreted as bullying, discrimination, harassment or sexual harassment. While not restricted to the grounds listed below, the policy prevents any form of harassment or discrimination based on the following:

- Gender
- Gender Identity
- Marital status
- Family status
- Sexual orientation
- Religious belief or lack of religious belief
- Age
- Disability or the nature of disability
- Race, colour, nationality or ethnic or national origins

All employees are required to act in a responsible and professional manner to maintain a pleasant working environment free of discrimination, harassment, and sexual harassment or bullying. Bullying is a type of harassment which is not associated with these grounds. It is the duty of all employees to immediately report any incident of discrimination, harassment, sexual harassment, or bullying by following the complaints procedures outlined in this policy.

## **Our Global Stance**

We operate across different locations, languages, time zones and cultures, so it's important for our people to understand the working styles and behaviours of others and the composition of skills on the teams they work with. This has been cultivated through a Cultural Awareness initiative we launched that ensures our people can be addressed properly by their name - sounding it out phonetically to ease the cultural barriers of different sounding names. Our Starts with a Name (SWAN) initiative runs both internally and externally with 10 other organisations joining us in the fight to ensure that inclusivity can be as simple as correctly pronouncing someone's name.

## **Recruitment**

Version 1 seeks the best person for every role - this means the person whose skills and potential best match the job and who can best further our Mission and live our Core Values, whilst not compromising their own. We have a wonderful variety of people and cultures across our organisation, and we look to celebrate that in all we do! Our commitment to ensuring that the diversity and inclusivity we promote, is central not only to achieving and maintaining our goals as a business, but also to make sure that our people feel that they belong. After all, our people are our foundation.

## **Equal Opportunities**

Diversity, Inclusion and Belonging is embedded into the core of our organisation, and we believe in equal opportunity. We do not stand for any discrimination based on gender identity, race, ethnicity, sex, religion, sexual orientation, national origin, disability, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. We make our hiring decisions based solely on qualifications, merit, and business needs at the time; and we encourage you to bring your difference to us here at Version 1. This policy extends to all aspects of employment including recruitment practices, hiring decisions, promotion, layoff, and treatment during employment, compensation, benefits, selection for training and termination decisions. It is the intention of the Version 1 to adhere to both the letter and spirit of all equal employment laws and regulations in making any employment-related decision.

## **Responsibilities**

What you can expect from Version 1

- To ensure that all our colleagues are valued and treated with inclusivity, dignity and respect; and one that is free from discrimination and/or harassment.
- To ensure that DIBs is communicated to everyone across our organisation and create ownership of all managers to ensure they create and sustain an inclusive working environment where everyone has a sense of belonging and feels they can be authentic self.
- To ensure that decisions affecting employment, training, promotion and career development are fair and are made without bias.
- To comply with relevant legislation and proactively act on measures that may hinder our DIBs progress.
- To regularly review the policy and its practical application and make any updates to continue to work towards identifying and eliminating any discriminatory practices.
- To ensure our organisation continues to educate around DIBs topics to create a more diverse and inclusive workplace.
- To ensure all our communications are inclusive in terms of language and representation.
- To ensure that any reasonable accommodations for colleagues, customers and suppliers are considered.

What we expect from you

- Read and understand the scope of this policy, and to abide by this policy at all times.
- Ensure you do not discriminate against colleagues, customers, candidates, and others you interact with as part of your work with Version 1; and ensure that you treat everyone with respect and fairness.
- Help create an environment built upon trust and respect for all of our differences and celebrate in those differences.
- Step forward and mitigate any forms of discrimination or bias within our workplace.

## **Diversity Monitoring**

At Version 1, we love that we have such diversity. In order for us to continue this, we ask all colleagues about their personal characteristics so that we can

- build a picture of our colleague diversity profile
- evaluate how our policies and processes affect different groups of staff
- identify and resource the services we need to best support everyone to succeed

The information collected is voluntary, but it's crucial in our DIBs work – to help us develop the strategic direction of our work, to ensure we are providing the right support, and ensure our policies and processes are fair. We ensure that this information is collected and analysed with the strictest confidence, but we do share some of the information you provide in an anonymised form through internal and public reports.

Collecting data about people must be carried out in line with relevant Data Protection laws, and we ensure this is done as so.

We use this anonymised information in the following ways:

- Pay Gap Reporting
- Equal Pay Reviews
- Diversity Dashboards to gain insight into demographic profiles of our organisation
- Diversity Charters and external accreditations

## **Reporting actions against this policy**

If you are being discriminated against, witness non-inclusive behaviour, or would like to raise a concern regarding Diversity, Inclusion and Belonging, you have the right to report it. You have the option to:

1. Speak with the person directly (if you feel comfortable to do so)
2. Speak with your manager or a member of the People Team
3. Refer to the grievance policy to record a formal complaint.

The appropriate action will be taken based on the approach taken from the list above, however it must be noted that in some cases, once the matter has been raised (even informally), Version 1 may have a duty to take further immediate action.

We are committed to treating any concerns of regarding diversity and inclusion with sensitivity and will maintain confidence where possible, consistent with the need to investigate as appropriate. You have the right not to be victimised or retaliated against and your concerns will be taken seriously and dealt with appropriately. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationships between you and the person involved.

Please refer to the Anti-Bullying and Anti-Harassment Policy for further guidance.