

SCOPE

This policy sets out guidelines on Diversity, Equity & Inclusion for employees, contractors and volunteers (“People”) of I-Cubed Group Ltd and its related companies or wholly owned subsidiaries (“I-Cubed Group Ltd”).

We require that clients, customers, partners, stakeholders and suppliers, read and understand this policy and operate within it.

This policy will be shared with everyone and adherence and compliance will be monitored by our Chief Executive Team and will be reviewed on an annual basis or as needed in line with changes to legislation or business process.

We expect everyone to act within the spirit of this policy while working for or representing I-Cubed Group Ltd.

STATEMENT

The future of work is changing fast and so too are our clients’ needs. We know that people are the biggest strength in a business and that’s why we’re focused on helping them to be the best that they can be.

We lead by example. We embody equity and inclusion. We make a positive impact on the organisations and communities we serve.

We’re committed to improving the diversity of our workforce; a culture that’s genuinely inclusive, a culture that empowers our people to thrive and feel they belong.

PURPOSE

We are committed to providing a safe and respectful environment for our People that is inclusive and that values and embraces diversity.

We recognise that diversity, equity and inclusion better enables us to attract and retain the best talent, help our People develop and grow, and create a better workplace experience for everyone. It also allows us to deliver higher quality services to our clients.

This policy sets out the guiding principles that underpin our approach to diversity, equity and inclusion.

The purpose of this policy is to:

- Provide equity, fairness and respect for all People regardless of their working arrangements.
- Improve our ways of working and the service we deliver to our clients, customers and stakeholders with DEI at the forefront of mind.

- Ensure all People regardless of (but not limited too) age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex; sexual orientation; economic status, personality, communication style and approaches to work feel valued and a sense of belonging.
 - Ensure that no People see DEI as a barrier to success or experience any discrimination as a direct or indirect result of their difference.
 - Uphold the Equality Act 2010.
 - Oppose and avoid all forms of unlawful discrimination.
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DEFINITIONS

Belonging: The feeling of relatedness or connection to others that is easy and non-judgmental providing a positive impact.

Diversity: The range of human differences.

Equity: The quality of being fair and impartial. It recognises that each person has different circumstances and allocates the exact resources and opportunities needed to reach an equal outcome.

Inclusion: The action of including or state of being included within a group or structure without having the need to conform.

GUIDING PRINCIPLES

Inclusive Culture

- We create an environment that values all forms of differences, whether visible or non-visible. This includes gender, race, ethnicity, religion, culture, language, sexual orientation, gender identity, disability, age, family status.
- We create an environment that values differences in background and life experience.
- We value and encourage diversity of thought and perspective.
- We create an environment where all our People feel a sense of inclusion and belonging.
- We ensure that everyone has outcomes that are equitable.
- We ensure that our hiring practices are free from bias and promote a diverse and inclusive workforce.
- We ensure that our decisions are made free from bias.
- We regularly review our systems and processes to identify areas of bias and take appropriate action to rectify those areas.
- We encourage all of our People to be advocates for diversity, equity and inclusion.
- Our leaders role model and encourage behaviour that is consistent with creating a diverse and inclusive environment.
- We create an environment where all People can bring their authentic selves to work and perform at their best.
- We create an environment that is free of discrimination, harassment and bullying.

- We celebrate our diversity.
 - We take a zero-tolerance approach to behaviour that is inconsistent with this policy.
 - We speak up about behaviour that is inconsistent with this policy.
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SPECIFIC OBJECTIVES

We work towards the following objectives related to diversity, equity and inclusion:

- We create a flexible working culture to enable our People to balance their work and life commitments.
 - We ensure diversity, equity and inclusion principles are included in all programmes and initiatives.
 - We will take reasonable steps (including communicating expectations and responsibilities of our People) to ensure our working environment is free from unlawful discrimination, harassment, vilification, victimisation, bullying or other adverse and inappropriate behaviours
 - We will provide training and awareness strategies to ensure everyone knows their rights and responsibilities.
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COMPLAINTS

We take seriously all complaints of bullying, harassment, victimisation and unlawful discrimination by stakeholders, clients, customers, contractors, suppliers, visitors and any others in the course of our work activities.

Matters relating to complaints will be handled internally in the first instance. The intent of dealing with issues internally is not to undermine how seriously we take this but to provide People more avenues and opportunities to speak up.

Where this approach is not appropriate or People want more support, issues will be escalated in line with business areas policies and procedures.

People must not be intimidated, discriminated against or treated differently for raising a concern, complaining or assisting in an investigation. If this happens it could amount to victimisation which is unlawful within the terms of legislation and goes against this policy.

COMMUNICATION AND CONSULTATION

We will:

- Undertake an audit of existing communications channels so that compliance and inclusiveness are assured.
 - Ensure that communication imagery and graphics are inclusive, and reflect and reinforce the words within the documentation.
 - Ensure that group communications reinforce the inclusive messages and become mainstreamed into day-to-day processes.
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PROTECTED CHARACTERISTICS

The UK Equality Act 2010 legally protects people from discrimination. In the UK it is illegal to discriminate against anyone because of these 'protected characteristics' -

- Age
 - Disability
 - Gender reassignment / Gender Identity
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race (including colour, nationality, and ethnic or national origin)
 - Religion or belief
 - Sex
 - Sexual orientation
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IMPLEMENTATION OF THIS POLICY

We will ensure that all of our People are made aware of this policy and that it is easily accessible.

We will conduct regular training with our People to ensure they are aware of this policy and that the guiding principles in the policy are implemented in practice.

NEED MORE INFORMATION?

Please contact sebastian@i-cubed.co.uk.