

## Diversity, Equity and Inclusion Policy 2023

### Our Ethos:

Firstly, we are proud to be an equal opportunities employer in our own right and are committed to holding ourselves accountable to our objective of continuously driving Diversity, Equity and Inclusion (DE&I) within our own business. Further to that, we are also in the privileged position of being able to support our partners achieve their own DE&I objectives through the processes of talent acquisition, employer branding and talent retention.

As external Talent consultants, we take our responsibilities surrounding DE&I very seriously and are acutely aware of the impact we can have on the promotion and advocacy of best practice within our industry. We are committed to being a force for good and firmly believe that championing DE&I in support of the businesses we work with is integral to ensuring a truly diverse industry that offers equal opportunities for all as well as affording our partners the diversity of thought that is fundamental to their business objectives. We take immense pride in supporting our clients, and the broader industry we serve, to be equal opportunities employers and encourage diversity and inclusion across the breadth of inputs we have with our clients, prospective clients or the marketplace more generally. It's important that we are mindful of all stakeholders; workers, communities, customers, and the suppliers - not just shareholders. We work closely with clients and non-clients to share information, knowledge, strategies and promote best practice.

Our ethos is that to be successful in DE&I initiatives, businesses need three fundamental elements in equal measure: A diverse talent pool to hire from, a strategic hiring process to eliminate unconscious bias, and an inclusive company structure, culture and onboarding process so as to ensure all employees feel equally included, valued and respected. Hiring process, company culture and on-boarding are the variables that a business can work towards of their own volition and that we regularly consult on to support, but a diverse talent pool is something that we as an industry must all work towards together. That's why we believe that any successful DE&I initiative must include an element of wider industry strategy, whether that be to encourage more young people from diverse backgrounds into the industry, such as through initiatives working with higher education providers, or to promote hiring from outside of a business's comfort zone, being more inclusive of transferable skill sets or of different educational backgrounds, for example. At Sapio, we work across a number of channels to help support a diverse talent pool, such as working with partners to help young people gain experience through internships, events on how to get their first job as well as always taking the time to speak to people that want to get into the industry and offering support and guidance.

### Our Commitments:

- We are committed to ensuring that no candidate, applicant or prospective applicant is treated less favourably on the basis of Age, Disability, Neurodiversity, Sex, Sexual Orientation, Gender identity or expression, Marriage or Civil Partnership or Partnership status, Pregnancy and Maternity or Parental status, Race, Religion or Beliefs, and Political Opinion. We categorically do not tolerate unlawful discrimination based on any of these protected characteristics.
- We believe all workplaces should be free from discrimination, harassment, bullying, victimisation and vilification, and are committed to cutting ties with businesses we feel are not adequately protecting their employees in such areas.
- We are committed that neither Sapio nor any client business should engage labour on financial terms less than the statutory pay requirements as governed in law and best practice, including both the minimum wage and the London Living Wage (or as applicable by geographical remit). To that end, we closely monitor the median compensation as applicable across our industry and as relevant to specific areas of our industry to ensure clients are continuously advised regarding average pay and benefits packages both for attracting and retaining talent.
- We are committed to advising clients of the value of involving everyone within the hiring process and the business more widely in the promotion of equal opportunities and diversity. We believe all colleagues and employees have a responsibility for good equal opportunities practices within our and our clients organisations, treating each other with dignity and respect and for firmly challenging any behaviour which might be regarded as unfair or discriminatory. Whether in our or our clients businesses we ensure it is clear that any person in a managerial position is specifically responsible for ensuring the fair treatment of all individuals within their department.
- We are committed to ensuring Equal Opportunities apply in all conditions of work within our client base and our own business including pay, hours of work, holiday entitlement, sick pay, maternity, paternity or parental leave entitlement, pensions, training, promotion, work allocation and any cultural, religious or medical adaptations, necessary.



- We are committed to advising all clients as regards to job marketing collateral (job adverts, recruitment marketing collateral, social media postings etc.) so that they only include requirements that are necessary for the role and do not contain discriminatory requirements, or language that may cause individuals identifying within protected characteristics to discount themselves on the basis of said language.
- We are committed to advising all clients of best practice selection processes both surrounding inclusivity of process and objectivity of process, and are committed to provide support to clients on eliminating biases in their search and selection processes.
- We are committed to advise not only our clients but the industry more widely, as to structural, cultural and onboarding issues that, in our experience, perpetuate an inadequate environment and framework within which to foster and encourage the unrestricted promotion of DE&I strategies and initiatives.

*PS: Sorry for the blue background! Whilst it's very on brand, we also hope it'll dissuade people from printing unnecessarily. Should you need to print, please do let us know and we'll send over a more eco-friendly version.*