



IDG Group DMCC

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# EQUALITY, DIVERSITY and INCLUSION (EDI) POLICY


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## EQUALITY, DIVERSITY AND INCLUSION (EDI) POLICY

Equality is about treating people fairly, impartially and without bias and creating conditions in the workplace and wider society that encourage and value diversity and promote dignity and inclusion.

IDG is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. IDG is committed to actively opposing all forms of discrimination and recognising that all employees and clients are entitled to be treated with respect and dignity.

We are committed to ensuring that policies, procedures, attitudes, and behaviours that promote equality and contribute to an inclusive organisational culture.

We aim to make reasonable adjustments to our working arrangements, policies and practices that enable our diverse range of staff to take up and continue employment with us.

We are committed to treating our clients, customers, and suppliers fairly, with dignity and respect based on our commitment to EDI for their benefit and to earn and warrant their respect and confidence.

Our EDI Policy takes into account relevant legal standards. We aim to abide by and promote equality legislation by following both the letter and the spirit of it in this area. We try to avoid unjustified discrimination which we recognise is a barrier to equality, diversity, inclusion and human rights.

## 1. Policy Objectives

To provide direction to all IDG Security Staff to ensure that no unfair or discriminatory practices operate within the Company.

To prevent, reduce and stop all forms of unlawful discrimination.

To ensure that recruitment, promotion, training, development, assessment, benefits, pay, terms and conditions of employment, redundancy and dismissals are determined on the basis of capability, qualifications, experience, skills and productivity.

The Policy and the attitudes, behaviour and practices that flow from it, also demonstrate to our clients that IDG provide a service that does not discriminate and meets the best standards of Equality, Diversity and Inclusion.

## 2. IDG's Commitment to EDI

IDG commits to the following EDI objectives:

- Understanding, valuing, and working constructively with diversity to enable fair and full participation in our work and activities
- Ensuring that there is no unjustified discrimination in our recruitment, selection, performance management and other processes
- Ensuring action that promotes equality; this includes conducting equality screening and impact assessments of policies and functions and progressing diversity action plans
- Treating individuals with whom we work with fairness, dignity and respect
- Playing our part in removing barriers and redressing imbalances caused by inequality and unjustified discrimination.

All staff are required to ensure their behaviour is consistent with this policy. We also require that clients, customers, partners and suppliers be made aware of this policy and operate within it.

### 2.1. Applicability

The policy applies globally but Country Managers are to manage this as local conditions allow. Where practices and legislation are more developed and extensive, we aim to meet these. All staff, irrespective, are required to ensure their behaviour conforms with the policy which supports the fundamental human right of every person not to be unjustifiably discriminated against.

### 2.2. The Challenge for IDG

IDG operates in some of the most challenging and difficult parts of the world and recognises that there is an inherent tension between our ambitions for EDI and the political, social and cultural realities and expectations of where we work. Furthermore, our clients are often highly specific in their requirements for the people and services we provide. It leads to an obvious bias in some areas of our business, such as the requirement for guards with previous military or police service, meaning that they almost inevitably must be male guards, both international and national. Nonetheless, our commitment remains, and we will always seek actively to promote EDI and best practice.

## 3. Valuing Diversity

Diversity is a concept of inclusivity and opportunity seeking to create a positive and more

successful environment for all. It is supported by practices which benefit the organisation and all those who work in and with it. It takes account of the fact that people have much in common but differ in many areas including (but not exclusively) gender, age, race / ethnicity, sexual orientation, physical ability, mental capacity, religion and belief, education, economic status, personality, communication style and approaches to work. Understanding, valuing and effectively managing these differences helps foster success at an individual, team, organisational and wider societal level.

### 3.1. Age

We believe it is positive to have a workforce of different generations and ages. Our recruitment policy applies some constraints on this for specific roles where the physical demands of the role have necessitated it (e.g. armed international guards). Where no constraints have been applied, there is no default retirement age. This contributes to ensuring ageing does not lead to reduced opportunities and supports us to employ colleagues regardless of their age. This promotes inclusion and the learning that comes from working with people of different ages.

### 3.2. Disability

We are committed to addressing unjustified discrimination against disabled people and to promoting the inclusion of disabled people. We recognise disability as a broad concept that includes physical, cognitive and mental health issues and long-standing and fluctuating health conditions. We acknowledge that people are often not disabled through their own individual impairments or relative ability, but through common social attitudes and physical and attitudinal barriers which result in marginalisation and lack of access to full human rights. We aspire to address this by consciously identifying and removing such barriers, making reasonable adjustments and promoting the social model of disability.

### 3.3. Gender

We are committed to tackling gender discrimination. Our focus is on promoting equality and eradicating unjustified discrimination in relation to women and girls who worldwide frequently experience social and economic disadvantage, negative attitudes, alienation, abuse and violence. We also seek to address inequalities experienced by men and boys, and seek ways to ensure that they are not disadvantaged by or excluded from the work that we do. We recognise that people are subjected to discrimination based on their gender reassignment, or perceived gender reassignment, or because they are transgender, intersex or hold another gender identity which may include gender fluidity. We seek to treat all our staff with equal respect.

IDG currently has an inevitable bias in its gender make up, with the bulk of workforce being male. This is a requirement imposed by clients and conditions but should not be considered our norm or status quo. Where these external constraints do not apply, we seek gender equality, and to promote gender mainstreaming – the process and means by which any staff member of any gender is considered a part of the mainstream of the business with all opportunities open to them.

### 3.4. Race / Ethnicity and Culture

Discrimination does not necessarily occur consciously and deliberately. There are subtle and unconscious ways of discriminating. These can arise from making general assumptions about the capabilities, characteristics and interests of a particular group and from applying requirements, conditions or criteria without considering whether they advantage or disadvantage particular groups. We therefore need to take care to avoid all forms of unjustified discrimination and requirements, conditions or criteria. We should be alert to subtle behaviours that result in discrimination, exclusion, demotivation and remain alert to unconscious bias.

### 3.5. Religion and Belief

We value and respect the religions / beliefs held by staff and external contacts working in and with IDG, and in the communities in which we operate. We try to ensure that needs and preferences are met. We provide a dedicated faith or quiet room for prayer, meditation or quiet reflection. We make provision as required by the flexible use of our facilities.

Where there are existing work requirements which may conflict with particular cultural and religious needs, we carefully consider whether it is reasonably practical to vary or adapt these to enable needs to be met.

### 3.6. Sexual Orientation

We are committed to supporting lesbian, gay, bisexual and heterosexual people to feel included and valued. We believe all colleagues have the right to be themselves at work without having to be concerned about sharing aspects of who they are. We are committed to tackling discrimination and harassment against lesbian, gay, bisexual staff and to supporting their inclusion.

We are well aware that the laws and cultures of many of the countries where we work are particularly hostile towards lesbian, gay and bisexual people. This is a particular challenge for IDG, but we seek to offer a supportive environment to all colleagues and customers regardless of their sexual identity.

## 4. Discrimination

Discrimination does not necessarily occur consciously and deliberately. There are subtle and unconscious ways of discriminating. These can arise from making general assumptions about the capabilities, characteristics and interests of a particular group and from applying requirements, conditions or criteria without considering whether they advantage or disadvantage particular groups. We therefore need to take care to avoid all forms of unjustified discrimination and requirements, conditions or criteria. We should be alert to subtle behaviours that result in discrimination, exclusion, demotivation and remain alert to unconscious bias.

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts or when wearing a work uniform), and on work-related trips or events including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

**Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.

**Indirect discrimination:** a provision, criterion or practise that applies to everyone but adversely affects people with a particular Protected Characteristic more than others and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.

**Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-Harassment and Bullying Policy.

**Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

**Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

## 5. Recruitment and Selection

- a) Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting

should be done by more than one person if possible.

b) Vacancies should generally be advertised to a diverse section of the labour market.

Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

c) Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

d) Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

## 6. Disabilities

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

## 7. Part-time and fixed-term work

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate) unless different treatment is justified.

## 8. Breaches of this policy

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have suffered discrimination you can raise the matter to your Supervisor or to HR through our Grievance Procedure. Complaints will be treated in confidence and investigated as appropriate.

You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and may be dealt with under our Disciplinary Procedure.

## 9. Responsibilities





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Putting the EDI Policy into practice is the responsibility of every individual employee. All staff, including those working from home, whether on full-time, part-time, indefinite, fixed or temporary contracts, regardless of length of service, are responsible for playing their full part in adhering to the policy. This means becoming familiar with the policy and its requirements and carrying them out, as well as critically examining attitudes to ensure that discrimination is not allowed to affect judgement.

The existence of this EDI Policy cannot by itself prevent discrimination. It is crucial that everyone takes personal responsibility to help ensure that the work environment, consistent with cultural relations, respects the dignity of everyone and in broad terms, values the differences that exist between people and cultures. In addition, we should be attuned to and seek to build on what we share and have in common consistent with our cultural relations aims.

All staff will be supported to be aware of the forms which unjustified discrimination can take, to guard against them and to avoid any action that might influence others to discriminate unfairly. This will be achieved through IDG's management at all levels, and all staff are required to understand and implement IDG's Values and Ethos Policy.

## 10. Equal Pay Policy

IDG is committed to the principle of equal pay for men and women. In this context "pay" includes not only remuneration but also other benefits of employment such as bonuses and access to facilities provided within the employment package from time to time.

Women and men employed by us are entitled to equal pay if they are undertaking work which is substantially similar or is of equal value to the organisation unless there are specific and clear reasons unconnected with their sex which explain and justify any differential in pay. In some cases, individuals carrying out similar work may receive different salaries because of seniority, incremental points, qualifications and other such factors.

You should raise any query or grievance concerning your pay and its evaluation under this Policy, through IDG's Grievance Procedure.