



IDG Group DMCC

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EQUALITY, DIVERSITY and INCLUSION (EDI) POLICY

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TABLE OF CONTENTS

TABLE OF CONTENTS	1
EQUALITY, DIVERSITY AND INCLUSION (EDI) POLICY	2
1. Policy Objectives	2
1.1. The Aim of the EDI Policy	2
1.2. IDG’s Commitment to EDI.....	2
2. EDI Policy	3
2.1. Applicability	3
2.2. The Challenge for IDG	3
2.3. Valuing Diversity	3
3. General Statements	3
3.1. Scope	3
3.2. Unjustified Discrimination.....	4
3.3. Discrimination and the Law	4
3.4. Discrimination – Motives and Stereotypes	4
4. Primary Grounds for Discrimination	4
4.1. Age.....	5
4.2. Disability.....	5
4.3. Gender	5
4.4. Race/Ethnicity and Culture.....	5
4.5. Religion and Belief	6
4.6. Sexual Orientation	6
4.7. Equality and Pay	6
4.8. Grievance and Complaints.....	6
5. Responsibilities	7





EQUALITY, DIVERSITY AND INCLUSION (EDI) POLICY

1. Policy Objectives

IDG is committed to achieving a working environment in which there is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of age, disability, gender including transgender, HIV/AIDS status, marital status including civil partnerships, pregnancy and maternity, political opinion, race/ethnicity, religion and belief, sexual orientation, socio- economic background, spent convictions, trade union activity or membership, work pattern, on the basis of having or not having dependants, or on any other grounds which are irrelevant to decision-making.

Our EDI Policy takes account of 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.

1.1. The Aim of the EDI Policy

This Policy provides direction to all IDG Security staff to ensure that no unfair or discriminatory practices operate within the company. 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 EDI.

1.2. 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. 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.

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 high 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 heavy preponderance to make guards, both international and national. Nonetheless, our commitment remains and we will always seek actively to promote EDI and best practice.

2.3. 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. General Statements

3.1. Scope

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

This includes our recruitment and selection processes which are designed to help ensure there is no unjustified discrimination on the grounds of age, disability, gender including transgender and intersex, marital status including civil partnership, political opinion, race/ethnicity, religion and belief, sexual orientation, spent convictions, socio-economic background, trade union activity or membership, on the basis of having or not having dependants, work pattern, or on any other irrelevant grounds.





We aim to make reasonable adjustments to our working arrangements, policies and practices that enable our diverse range of staff to take up employment with us, provide us with services, participate in our projects, programmes, classes and the examinations we administer and other activities.

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. s

3.2. Unjustified Discrimination

Unjustified discrimination is a barrier to equality, inclusion and human rights and is unacceptable within IDG on all the grounds identified within this Policy.

3.3. Discrimination and the Law

A key guiding reference for IDG, despite our broad international nature, is The Human Rights Act 1998 which incorporates the European Convention on Human Rights 1952. Many countries in which we operate subscribe to this Convention which refers, in Article 14, specifically to the prohibition of discrimination on grounds such as gender, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

3.4. Discrimination – Motives and Stereotypes

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 alert to unconscious bias.

4. Primary Grounds for Discrimination

IDG has several areas of specific interest within its EDI Policy. There are the 'primary' areas of diversity, but are not an exhaustive list. Given the specific requirements of IDG, its clients and the nature of where we provide services, these primary grounds are a challenge to implement, and come with some constraints that would not otherwise apply in a low threat, and low stress environment. While guidelines exist in separate policies (e.g. recruitment ages) staff should always be prepared to assess whether these constraints are justifiable, valuable or in breach of the letter and spirit of this Policy. Staff are strongly encouraged to ensure that exemptions, amendments or otherwise are identified to Managers.





4.1. 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.

4.2. 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.

4.3. 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.

4.4. Race/Ethnicity and Culture

We recognise that racial discrimination is a complex phenomenon which can be based on grounds of race, nationality, religion, culture and/or colour and other physical markers linked to ethnic belonging.





IDG's work is enriched by our mix of different ethnic/racial, cultural groups and communities we engage with and we have learned that a rich cultural mix and understanding has a vital role to play in mutual understanding and exchange.

4.5. 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.

4.6. 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.

4.7. Equality and Pay

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.

4.8. Grievance and Complaints

It is hoped that matters relating to complaints can be handled informally, at least in the first instance, and indeed can be resolved informally. Staff who have a complaint may wish to contact relevant





managers or HR staff. All complaints will be handled in confidence. In the event this option is not possible all staff are able to raise their concerns through IDG's Grievance Policy procedures.

External contacts wishing to complain should use IDG's Complaints Policy.

5. Responsibilities

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.

