

## Equality, Diversity & Inclusion Policy

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### Introduction

Yondr believes the best ideas come from people who feel supported, empowered and included in the conversation.

Yondr is an equal opportunity employer. We make sure that opportunities for employment and promotion are conducted in an equitable manner that enables us to deliver 'tomorrow without constraints'.

The aim is for our workforce to be truly representative of the locations in which we operate, and for each employee to feel respected and able to give their best.

We strive to create a safe, respectful, inclusive and welcoming community where all our employees can bring their best selves to work.

Diversity, Inclusion and Belonging is aligned with Yondr Values of Focused Explorer, Everyday Inventor, Quiet Hero and Candid Friend, and is the pulse of the business.

### FOCUSED EXPLORER

An everyday dedication to driving efficiency, conserving time and resources, and simplifying complexity



### EVERYDAY INVENTOR

An unrelenting desire to make things better, to challenge convention, and to apply creativity to solve problems



### QUIET HERO

A deep commitment to the fulfilment, progression and wellbeing of others, delivered with humility and generosity



### CANDID FRIEND

A strong conviction that open dialogue, frank discussions and active listening lead to better solutions



We want to live our values and turn those values into actions, and that is reflected in our Equality, Diversity and Inclusion Policy which is implemented through our Diversity, Inclusion and Belonging Strategy.

### **Purpose**

The purpose of this Equality, Diversity and Inclusion Policy is to outline our commitment to our employees, articulate appropriate behaviour and highlight those behaviours that do not align with the core values of our company and therefore damage the sense of community we all share. We are committed to evolving this code over time as needed.

### **Scope**

The Equality, Diversity and Inclusion Policy applies to all Yondr employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers when they act on behalf of Yondr.

Where Yondr participates in joint ventures, the other party shall be made specifically aware about the significance to Yondr of the policy and shall be encouraged to apply the same policy or a similar standard to the joint venture.

This policy applies to interactions in the workplace, including in person encounters and shared online spaces, social media, and any events where Yondr is represented.

### **Accountability**

It is the collective responsibility of every single person within the organization to create an inclusive culture and foster a sense of belonging.

### **Definitions**

1. **Equality** - we promote equality of opportunity by seeking to remove barriers, eliminate discrimination and ensure equal opportunity and access for all individuals.
2. **Diversity** - we accept and support each person as the individual they want to be. Our success is built on our ability to embrace diversity, and we believe that everyone should feel respected and valued for their contributions.
3. **Inclusion** - we strive to create a culture where differences are not just accepted, but valued; where everyone can be their authentic self. We aim to be a company where our people feel included, respected and connected to our success.

### **Our commitment to Diversity & Inclusion**

*'Tomorrow Without Constraints, A Place for Everyone'*

*At Yondr, we are committed to embedding diversity in our identity, our mission and the relationships we cultivate with our employees, clients, suppliers and partners.*

*We believe that diversity drives innovation and effectiveness. We welcome diversity of identity, experience and perspective. We strive to nurture a shared workplace culture where every employee feels respected, included, and heard. A place where everyone can be their authentic and creative selves.*

*By promoting these values, we aim to create an inclusive environment that encourages a true sense of belonging.*

A true tomorrow without constraints will only be possible when we understand, embrace, celebrate and showcase our differences.

We cannot achieve excellence without the building blocks of diversity, inclusion and equity.

At Yondr we are committed to:

- / Complying with applicable laws, rules and regulations governing non-discrimination and equal opportunity wherever Yondr does business;
- / Promoting a work environment that is inclusive and accepting of individual differences, where all members are valued and have the ability to reach their full potential;
- / Developing a workplace that is free from discrimination, harrasment and bullying with an open and honest culture for identifying cases and resolving issues;
- / Ensuring equal employment and advancement opportunities for all staff;
- / Increasing the recruitment, hiring and retention of a diverse workforce;
- / Making sure all staff are aware of their rights and responsibilities with regards to fair treatment, equity, and mutual respect;
- / Flexible work policies, practices and technology to support employees and their changing needs;
- / Strengthening pipeline programs (e.g. Yondr Graduate programme); and
- / Integrating a training and development programme into employee personal development that fosters awareness and cultural competencies.

### **Responsibilities**

In respecting and valuing the diversity of our employees, and those with whom we do business, senior leadership, managers and employees are expected to conduct themselves in a manner that ensures our workplace is free from all forms of discrimination and harrasment.

What you can expect:

*From Yondr:*

- / We will treat you with dignity and respect, regardless of any personal characteristics, and in accordance with the law within the countries we operate in.

- / We will provide you with guidance, training and support to help you deliver our equality, diversity and inclusion commitments.
- / We will support managers to uphold the commitments we make in relation to equality, diversity and inclusion.

*From employees:*

- / To treat everyone fairly, embracing differences and creating an inclusive working environment and fostering a culture of belonging in the workplace and the wider community in which we operate.
- / Communicate respectfully with colleagues, contractors, clients and suppliers, regardless of title or level. Do not behave in a manner that may offend, degrade, insult or humiliate someone. Understand that what is acceptable to one person may not be to another.
- / Be inclusive in your communications. Give everyone the chance to voice their opinions that do not directly or indirectly discriminate against or harm others and handle these disagreements through respectful dialogue.
- / Feedback is important in the Yondr culture. Be prepared to both give and receive feedback in a constructive and respectful manner.
- / To feel psychologically safe. At Yondr we are good at resolving issues when we are made aware of them. A lot of times the problems get hidden or escalation to the next level is seen as a negative rather than escalating to solve a problem. Refer to our [positive escalation process](#).
- / Speak up if you face a situation where you are not sure what to do, or if you have a concern. Challenge bad behaviour in others or practices that facilitate or allow prejudice and/or discrimination.
- / Commit to self-improvement. Challenge your own assumptions. Listen with an open mind. Identify and challenge implicit biases.

*From managers (in addition to items listed above):*

- / Implementing this policy as part of their day-to-day management of employees and in applying policies and practices in a fair and equitable way.
- / Recognising unacceptable behaviour in both management and employees and taking immediate and appropriate action.

## Policy application

### *Inclusive Leadership*

Inclusive leadership is critical to helping organisations adapt to diverse customers, markets, ideas and talent. Yondr leadership is committed to deepening self-awareness, listening to understand, creating connections and leading with courageous vulnerability.

### *Recruitment and Selection*

Equal opportunity is integral to the recruitment and selection practices at Yondr. We recognise the values of recruiting, selecting and promoting employees with different backgrounds, knowledge and experience.

Recruitment, promotion and other selection exercise such as redundancy selection are designed to promote equity and will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting is done by more than one person if possible. Diversity of backgrounds and experience should be considered when hiring panels are convened and all members of the panel should undergo diversity and inclusion training.

Vacancies should be advertised to as diverse a section of the labour market as possible. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying. Conversely, job postings should contain language that encourages underrepresented groups to apply.

Job applicants should not be asked questions which might suggest an intention to discriminate or which are not permitted by law in certain countries. For example, whether they are pregnant or might be planning to have children, or questions about their health or disability.

### *Compensation*

Our compensation and grading review process actively considers equity both in grading and remuneration and we will continue to develop strategies and initiatives to resolve any identified gaps, including any potential Gender Pay Gap.

### *Career Progression and Performance*

Yondr employees are encouraged to develop and progress their careers through opportunities that build on their skills, experience and potential.

Available opportunities for promotion and transfer are advertised to all employees on Yondr-verse to enable them to apply for roles and develop their career path. We encourage and reward excellence and performance is measured based on agreed OKRs to promote equity and remove bias.

### *Training*

All employees are required to take Diversity, Inclusion and Belonging training. Each manager is also required to attend Unconscious Bias training.

This training raises awareness and encourages behaviour that supports a work environment free from discrimination and harassment.

### *Flexible Working*

We believe in a healthy balance between life at work and life at home. Together they should become one organic experience. Sometimes individuals require flexible working arrangements, particularly employees with parenting, family, carer, cultural and religious commitments.

Our Flexible Working Hours Policy outlines that Yondr will consider requests for flexible working arrangements on a case by case basis, considering the merit of the proposed arrangement, personal circumstances of the employee, the nature of the employment and the impact on the respective business unit.

### *Accommodation*

If you are disabled or become disabled, we encourage you to tell Yondr about your condition so that we can provide you with the appropriate support and make you aware of all the benefits and policies that can assist and support you.

### *Gender Diversity*

Gender equality at all levels of the organisation is a key component of our Diversity and Inclusion Strategy.

### *Supplier Diversity*

We are committed to maximising vendor opportunities with minority, veteran and women-owned businesses as suppliers, contractors and subcontractors. The value of supplier diversity will be communicated both internally and externally.

### *Harassment-Free Workplace*

Yondr is committed to providing a safe working environment. Yondr has a zero tolerance approach to any form of discrimination, harassment or bullying of any individual and takes such allegations very seriously. We commit to ensure that everybody is treated, and treats others, with dignity and respect, regardless of gender, race, ethnicity, sexual orientation, disability, religion or any other aspect of their identity.

You must not unlawfully discriminate against or harass any person 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), and on work-related trips or events including social events.

Harassment can be physical, verbal, written or visual conduct that creates an intimidating, offensive, abusive or hostile environment. For additional information, please refer to Yondr's Harassment, Bullying, Discrimination and Microaggression Policy.

### *Employee Engagement*

Employees will be consulted annually through surveys and forums to gain insight into potential barriers to diversity and issues and opportunities for further action.

### **Speak up**

All employees and workers should treat each other with dignity and respect whilst at work. Any employee who feels they have not been treated in accordance with this policy is entitled to raise the matter through the local grievance policy in the country in which you work. Details of Yondr's grievance procedure can be found at <https://yondrverse.com/intranet/grievance-procedure>.

Most grievances can be resolved informally through discussion with your line manager or human resources. All complaints will be taken seriously and will be dealt with promptly and confidentially 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 dealt with under the local disciplinary policy in the country in which you work.

### **Breaches of this policy**

Yondr takes a strict approach to breaches of this policy, which will be dealt with in accordance with the local disciplinary policy in the country in which you work.

If an employee is found to have breached the Equality, Diversity and Inclusion Policy, they may be subject to disciplinary action which could result in termination of employment.

### **Dissemination**

This policy will be made available to all Yondr employees on Yondr-verse, and consultants, agents, representatives, contractors and contract workers when they act on behalf of Yondr. All employees will be asked to sign off on the document as having been read and understood.

During the induction process for new employees, the policy will be signed off as having been read and understood.

The policy will be placed on Yondr-verse and made available to others upon request.

### **Monitoring and review**

Yondr is committed to carrying out regular reviews of all our policies and procedures. The ELT and DIB taskforce of Yondr is responsible for this policy and will review it annually. In consultation with HR they will also regularly review and discuss the concerns raised under this policy, the investigations that have taken place through the grievance procedure and the outcomes of such investigations.

The Chief Diversity Officer will have oversight to monitor progress on our equity, diversity and inclusion goals and recommend adjustments to this policy to ensure it continues to reflect good practice and is in keeping with legal and regulatory developments.