

1.1 Policy Statement

This Standard Operating Procedure defines Inclusion and Diversity and sets out IMI's commitment and vision for ensuring equality of opportunity and fairness in all areas of employment.

Inclusion and diversity are critical to IMI. We recognise the importance of building a diverse workforce where differences are valued and where people who are operating in line with our organisational values feel included and that they belong here at IMI.

IMI is committed to ensuring that all employees or workers are treated fairly in an environment which is inclusive, respectful and free from any form of discrimination based on irrelevant factors such as age, religion, skin colour, race, nationality, gender, gender identity and reassignment, mental health, disability, socioeconomic status, marriage/civil partnership, sexual orientation, pregnancy and maternity.

The policy is also written with reference to Principle 6 of the United Nations Global Compact, which states that 'Businesses should uphold the elimination of discrimination in respect of employment and occupation.'

IMI's commitment to inclusion and diversity applies to all aspects of employment and work, including in line with Principle 6:

- Recruitment
- Remuneration
- Hours of work and rest/Paid holidays
- Maternity protection
- Security of tenure
- Job assignments
- Performance assessment and advancement
- Training and opportunities
- Job prospects
- Social security
- Occupational safety and health.

1.2 Document Purpose

This document sets out the key definitions, areas of remit and responsibility for upholding this policy.

1.3 Definitions for this policy

Diversity refers to all the ways in which people are different, including the demographic groups outlined above, as well as areas such as personality differences and working styles.

Inclusion means creating a workplace and organisational culture where employees and other workers feel included and not ostracised or isolated.

Discrimination is treating someone differently – either positively or negatively – based on an irrelevant factor such as background or demographic group, as listed above. There are a small

number of specific circumstances under which discrimination is required, for example local legislation in some countries may require quotas of certain groups to be represented.

Discrimination can occur in a variety of forms, including:

Direct discrimination: This means treating one person differently to another person because of the demographic group they are from.

Indirect discrimination: This means putting in place a rule, requirement or way of doing things, which means it is harder for people from a specific group or groups to comply or meet the requirement. For example, asking for a minimum height requirement could be a form of indirect discrimination against women and some Asian populations.

Harassment: Harassment is behaviour that is unwarranted, unreasonable and unwelcome and that has the impact of undermining someone's dignity at work, or creates a hostile, humiliating or offensive environment.

1.4 Commitment and Vision

Our vision is for IMI to be inclusive and to attract, develop, retain and promote a diverse workforce which reflects the best local talent in each location.

In all our locations, IMI is committed to:

- ensuring equality of opportunity, fairness and inclusion in all areas of employment;
- recruiting, training, retaining and promoting the best person for the job and encouraging all employees to reach their full potential irrespective of their personal demographic group or circumstances;
- promoting Inclusion and Diversity;
- fostering a culture that values difference and recognises that people from different backgrounds and experiences enhance the way in which the organisation works;
- creating a working environment which supports our values and which is free from any discrimination, harassment or bullying and within which all individuals are treated with respect and fairness;
- fully complying with all relevant legislation and legal frameworks associated with Inclusion and Diversity and other relevant best practice for the geographies in which we operate.

1.5 Scope

This policy applies to all individual IMI employees, contractors and agency workers, both direct and indirect via third parties.

IMI is committed to being compliant with the local legal and best practice frameworks in the countries in which the business operates and therefore the application of the Inclusion and Diversity policy will reflect the legal context in the jurisdictions in which it is applied.

1.6 IMI's responsibilities

IMI is responsible for ensuring that this policy is adhered to in all areas of the business and in all locations. IMI is also responsible for ensuring that when issues are raised about behaviour that is not in line with this policy, that reasonable action is taken to address the issue. This policy is supported by the local grievance and disciplinary policies and is integral to the IMI Way.

IMI is responsible for ensuring that employees are made aware of the Inclusion and Diversity policy throughout their employment, including but not limited to:

- Recruitment and induction processes
- Training and development programmes
- IMI Intranet
- Employee communication material on an ongoing basis.

Within IMI there are procedures available to any employee who believes that he or she may have been unfairly discriminated against. Each country that IMI operates in governs these procedures in accordance with relevant local legislation. Employees will not be victimised for making a complaint in good faith. Complaints will be dealt with seriously.

Disciplinary action will be taken against any employee who is found to have committed an act of unlawful discrimination. Serious breaches of the policy will be treated as gross misconduct.

Monitoring

IMI is committed to monitoring the effectiveness of this Inclusion and Diversity policy and the associated complaints procedure. Regular reviews of all policies, processes and practices in relation to recruitment and selection, terms and conditions of employment, learning and development opportunities, career development, promotion and grievance and discipline shall be conducted to ensure that they comply with any legislative changes and best practice.

1.7 Employee Responsibilities

All employees have a responsibility to ensure that the policy is fully implemented.

All employees are required to comply with the policy in all their dealings with colleagues, customers and all those with whom an employee comes in to contact with during the course of their employment. The policy does not only apply when employees are working on IMI sites or the premises of customers, but also includes work related events and whilst travelling on business.

Managers / Supervisors

Particular responsibility for the practical application of the Inclusion and Diversity policy falls upon Managers and Supervisors. Managers and Supervisors are responsible for monitoring behaviour of IMI employees and should they become aware of behaviour that is not in line with this policy or constitutes harassment, Managers and Supervisors are responsible for taking action to eliminate such behaviour. This could include directly intervening to stop the behaviour, coaching the individuals concerned, or escalating to more senior colleagues or HR.

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Others

Other parties who work with and for IMI, such as contractors and agency workers, both direct and indirect via third parties, are also responsible for ensuring this Standard Operating Procedure is rigorously implemented in their own area of remit.