

# HANOVER

## Diversity, Equity, Inclusion and Belonging Policy

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## Equity, Diversity and Inclusion Policy

For the purposes of this policy, this is how our company defines diversity, equity, inclusion, and belonging.

- ◆ Diversity: Acknowledging and embracing differences in race, ethnicity, gender, sexual orientation, age, religion, abilities, and more.
- ◆ Equity: Ensuring fair treatment, access, opportunity, and advancement for all individuals.
- ◆ Inclusion: Creating an environment where every individual feels welcomed, respected, and valued.
- ◆ Belonging: Fostering an environment where everyone feels a sense of connection and acceptance within the workplace.

### Our Commitment

At Hanover, we are committed to cultivating a workplace that celebrates and values diversity, promotes equity, ensures inclusion, and fosters a deep sense of belonging for all employees.

Our commitment to DEIB is foundational to our culture, guiding our actions, policies, and practices. We believe that a diverse and inclusive environment drives innovation, enhances employee engagement, and fuels our success.

We acknowledge and celebrate the diversity of our workforce, which includes differences in race, ethnicity, gender, sexual orientation, age, religion, ability, background, and more. We recognise that each individual brings unique perspectives and experiences that contribute to our company's success.

We are dedicated to creating an equitable workplace where fairness and justice prevail. We strive to eliminate barriers to advancement and ensure equal opportunities for growth, development, and success for all employees.

We are committed to fostering an inclusive environment where every employee feels welcomed, respected, and valued. We encourage open dialogue, actively listen to diverse viewpoints, and create spaces where everyone can contribute and thrive.

We aim to create a workplace culture where every individual feels a sense of belonging, where they can bring their authentic selves to work without fear of discrimination or bias. We prioritize creating a supportive and nurturing environment for all.

At Hanover, we recognize that our commitment to DEIB is an ongoing journey that requires continuous learning, reflection, and action. We encourage every employee to actively participate, champion inclusive behaviours, and contribute to creating a workplace where diversity is celebrated, equity is upheld, inclusion is practiced, and belonging is felt by all.

### Scope and Applicability

This policy applies to all employees, contractors, vendors, and any interactions within the workplace.

HR will oversee the implementation and monitoring of DEIB initiatives. Leadership and managers are accountable for modelling inclusive behaviours and fostering an inclusive work environment.

All employees are expected to actively contribute to an inclusive workplace culture and are expected to not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

- ◆ Age
- ◆ Disability
- ◆ Gender reassignment
- ◆ Marriage or civil partnership
- ◆ Pregnancy and maternity
- ◆ Race (including colour, nationality, and ethnic or national origin)
- ◆ Religion or belief
- ◆ Sex
- ◆ Sexual orientation

Hanover commits to opposing and avoiding all forms of unlawful discrimination. This includes:

- ◆ Pay and benefits
- ◆ Terms and conditions of employment
- ◆ Dealing with grievances and discipline
- ◆ Dismissal
- ◆ Redundancy
- ◆ Leave for parents
- ◆ Requests for flexible working
- ◆ Selection for employment, promotion, training or other developmental opportunities

## Diversity, Equity, Inclusivity & Belonging Initiatives and Strategies

The company will commit to building and maintaining the infrastructure necessary to uphold these strategies:

- ◆ **Diverse Hiring Practices:** Implement unbiased recruitment strategies, diverse candidate sourcing, and inclusive hiring practices to attract and retain talent from varied backgrounds.
- ◆ **Equitable Compensation and Benefits:** Regularly review compensation structures to ensure fairness and equity across all demographics, providing equal pay for equal work.
- ◆ **Training and Education:** Conduct DEIB training sessions for all employees, including leadership, to raise awareness, challenge biases, and promote understanding of diverse perspectives.
- ◆ **Employee Resource Groups (ERGs):** Establish and support ERGs to provide a platform for employees to connect, share experiences, and advocate for diversity and inclusion within the company.
- ◆ **Inclusive Workplace Culture:** Foster an inclusive culture by encouraging open dialogue, valuing diverse opinions, and promoting a sense of belonging for all employees.
- ◆ **Career Development Opportunities:** Provide equitable access to training, mentorship, and career advancement opportunities for all employees, ensuring fairness in promotions and career growth.
- ◆ **Non-Retaliation Policies:** Establish clear policies that prohibit retaliation against employees who report DEIB-related issues, ensuring a safe environment for reporting concerns.
- ◆ **Supplier Diversity:** Encourage diversity in supplier relationships by partnering with diverse vendors and suppliers, promoting economic equity in business operations.
- ◆ **Transparency and Communication:** Maintain transparent communication about DEIB efforts, progress, and challenges within the company, fostering accountability and trust among employees.

The company commits to:

- ◆ Encourage equity, diversity and inclusion in the workplace as they are good practice and make business sense.
- ◆ Create a working environment free of bullying, harassment, sexual harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all employees are recognised and valued.
- ◆ This commitment includes training managers and all other employees about their rights and responsibilities under the equity, diversity and inclusion policy. Responsibilities include employees conducting themselves to help the company provide equal opportunities in employment, and prevent bullying, harassment, sexual harassment, victimisation and unlawful discrimination.

- ◆ All employees should understand they, as well as their employer, can be held liable for acts of bullying, harassment, sexual harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.
- ◆ Take complaints of bullying, harassment, sexual harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the company's work activities seriously.
- ◆ Such acts will be dealt with as misconduct under the company's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
- ◆ Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations.
- ◆ Make opportunities for training, development and progress available to all employees, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the company.
- ◆ Make decisions concerning employees being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- ◆ Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- ◆ Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equity, diversity and inclusion, and in meeting the aims and commitments set out in the equity, diversity and inclusion policy.
- ◆ Monitoring will also include assessing how the equity, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Details of our grievance and disciplinary policies and procedures can be found in our policy library. This includes details with who an employee should raise a grievance. If you do not have access to this, you will be able to request a copy of the policy from your Department Manager or HR.