

1. Policy Statement

The ELEVATE workforce is made up of many individuals with unique skills, values, backgrounds and experiences. ELEVATE values diversity and promotes inclusion, recognizing the organizational capability and business performance that diversity brings.

ELEVATE is committed to providing an environment in which employees:

- have equal access to opportunities available at work
- are not judged by reference to personal attributes, characteristics or perspectives, and
- belong to an inclusive workplace that is respectful of differences and celebrates diversity.

ELEVATE values and fosters a diverse workforce and promotes inclusivity in order to:

- i. Contribute to innovation and better decision making through exposure to different perspectives and ideas
- ii. Attract, engage and retain employees
- iii. Create a dynamic environment that leads to higher performance and well-being and greater employee engagement and satisfaction
- iv. Create a supportive and understanding workplace environment in which all individuals feel welcome, respected and heard, and
- v. Leverage diversity and inclusion for the growth and success of ELEVATE, our clients and communities.

2. Equal Opportunity

ELEVATE is an equal opportunity employer. All employment decisions are based on merit, qualifications, and abilities. ELEVATE does not discriminate in employment practices on the basis of race, color, religion, age, nationality, social or ethnic origin, sexual orientation, gender, gender identity or expression, marital status, pregnancy, political affiliation, disability or veteran status, or any other basis protected by the legislation of the countries in which we operate.

ELEVATE actively works to maintain a diverse and inclusive work environment. ELEVATE will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. ELEVATE has an employment policy which governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

3. Application of the Policy

The Inclusion and Diversity policy applies to anyone who is employed by or works at ELEVATE, including employees, contractors, consultants and temporary employees. The philosophy and principles outlined in this Policy apply across the business, are the responsibility of all employees and must be adhered to by all parties acting for, or on behalf of, any part of ELEVATE.

4. Roles and Responsibilities

As a company we value differences and we strive to attract, hire and retain a workforce that reflects, represents and is able to connect with the globally diverse markets and clients we serve. We believe that a diverse workforce can give us a long-term competitive edge.

We foster an inclusive working environment in which the unique strengths of each individual are leveraged for the benefit of the Company.

Role of Employees

All employees have the responsibility to monitor their own conduct and to maintain appropriate standards of behavior. Employees can foster diversity and inclusion through:

- Demonstrating an atmosphere of mutual trust and respect
- Respecting diversity and celebrating cultural, physical and social differences amongst colleagues and customers
- Confronting prejudice and intolerance
- Recognizing and valuing each person's unique contribution
- Having zero tolerance of harassment, in all the forms it can take and recognizing the damage it can do to individuals and organizations, and
- Speaking out against discrimination and harassment if it is witnessed.

Role of Managers

Managers have responsibility as leaders to celebrate diversity and promote inclusion by:

- Ensuring an awareness and understanding of diversity and inclusion by all team members
- Actively supporting and promoting diversity and inclusion
- Leading by example and ensuring appropriate behavior so that a strong diverse culture which will significantly contribute to our commercial success
- Providing employees with equal opportunities to apply for available internal roles and equal access to relevant training and development opportunities
- Proactively seek out different perspectives when making decisions
- Valuing and harnessing individual strengths and differences

- Creating an environment that helps team members be their best in the fulfilment of their roles
- Challenging bias and inappropriate behaviors
- Acting to stop discrimination and harassment immediately it is observed or reported
- Responding promptly, seriously and with sensitivity to every complaint, and
- Providing all employees with equal access to fair, prompt and a confidential process to deal with complaints and grievances.

5. Grievances

Discrimination, harassment, vilification and victimization will not be tolerated. Any substantiated breach of the Company Inclusion and Diversity Policy will be dealt with seriously and may result in disciplinary action.

For more information regarding the zero tolerance of harassment and retaliation, refer to the ELEVATE Harassment Free Workplace policy.

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