

MONICA VINADER



EQUALITY, DIVERSITY & INCLUSION POLICY

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1. Purpose

We are caring. We treat people with respect, as we would want to be treated. This policy sets out Monica Vinader's approach and commitment to supporting diversity whilst creating and maintaining an inclusive culture.

At Monica Vinder, we nurture a culture that is supportive and inclusive, that values meritocracy, openness, fairness and transparency.

Not only is it the law, but it makes good business sense to treat all candidates and employees equally, fairly and consistently based on their ability. So any criteria used to assess potential employees suitability is based on previous relevant experience, skills and competencies. Similarly, decisions on promotion and transfers are made on these same objective criteria, plus appraisal ratings from previous roles within the Company.

For our employees, we expect them to treat their colleagues, and those who work with us, with dignity and respect at all times. Furthermore, if anyone witnesses any behaviour that goes against the spirit of this policy, we expect our employees to report it to their line manager or HR so we can investigate accordingly.

2. Principles

- We are committed to actively promoting diversity and inclusion, ensuring all employees and people we work with are valued and treated with dignity and respect
- We will continually strive to ensure everyone is provided with a working environment that is free from discrimination
- We are passionate about ensuring managers working alongside employees are able to support an inclusive environment where everyone's contribution and talent is valued
- We will work to create and sustain a culture where our employees feel safe and able to report anything that goes against this policy.
- We aim to keep our policy and its practical application up to date and we will work continuously to identify any potential discriminatory practices within our business

3. Bias

Bias is a prejudice or a preconceived opinion about someone, which may in turn influence the way that person is interacted with or subsequently treated.

There are two broad forms of bias:

- **Conscious bias** is prejudice we hold that we are aware of, and intentionally continue to hold.
- **Unconscious bias** is preconceived ideas or opinions, including prejudice, that we are not aware we hold or apply to people or situations.

Both conscious and unconscious bias can cloud and undermine our decisions, as well as become evident in everyday interactions, known as 'micro-behaviours' and 'micro-aggressions'. We believe that bias



cannot exist in a workplace that is truly equal and inclusive. We are therefore committed to supporting our employees to be knowledgeable about their own bias, and encouraging themselves and each other to challenge bias.

Bias is not illegal, but can often lead to discrimination, which is illegal and will not be tolerated by MV.

4. Discrimination

Discrimination is when someone is treated unfavourably, because of who they are or certain characteristics they possess.

We do not discriminate against people based on their skin colour, ethnic origin or nationality, a disability, their age, their religion or belief, their gender, their sexual orientation, their work status, civil partnership or marital status – or indeed any factor that does not have relevance to doing a great job. These are collectively known as the ‘Protected Characteristics’

There are two broad forms of discrimination:

- **Direct discrimination** occurs when less favourable treatment is applied based on the Protected Characteristics.
- **Indirect discrimination** occurs where a provision, criterion or practice which may appear neutral but to apply equally to all in fact puts a certain group of individuals at a disadvantage in comparison to other workers.

It is also possible to discriminate against another because of a third party’s Protected Characteristic (associative discrimination) and on the ground of perception (for example, the perceived sexual orientation of another).

5. Reporting Discrimination & Bias

Every individual is responsible not only for their own actions but to ensure that others do not breach the spirit and intent of this policy and antidiscrimination law too. Any discriminatory act or display of bias should be reported without delay. This can be done in 3 ways:

- Directly to a line manager
- Directly to HR
- Via our online form - <https://forms.gle/bbtpdC38bt17sAbQ9>

We recognise that employees may not always feel safe or able to report incidents of discrimination or bias, and we do not want this to discourage anyone from doing so. Therefore, the online form offers the option to report anonymously, and the Company will still do everything within its power to investigate accordingly.



6. Recruitment

We endeavour to attract the best talent from all walks of society and we strive to reflect the diversity of the communities in which we operate. We aim to ensure fair treatment through our robust recruitment process. This includes:

- Checking that our job descriptions are up to date, relevant and non-discriminatory
- Making sure our imagery and content used in our advertisements reflect our brand and appeal to all communities, whilst also complying with the law
- Ensuring our interview style is clear, consistent and robust to get the most out of those we've shortlisted
- Keeping records (compliant with GDPR legislation) of our talent acquisition process including interview paperwork / video content
- Regular monitoring of our process and taking the necessary steps to eliminate any discriminatory practices

7. Career Development and Training

Decisions on promotions and career development will be based on skills and talents rather than assumptions based on any irrelevant characteristics. Equally, decisions in respect of who is trained and how that training will be facilitated will be based on individual development needs. It will not be based on any of the Protected Characteristics.

8. Personal Appearance and Dress

If employees feel their work dress code in place in their store or office conflicts with the dress requirements of their religion, gender, or any other protected characteristic, employees should speak with their line manager or HR. This may relate to things such as clothing, tattoos, makeup or other markings. Together, we may be able to make adjustments to accommodate particular requirements while still being compatible with our brand image.

9. Disabilities

If an employee has a disability, we will provide the required support to enable them to carry out their responsibilities. This covers everything from recruitment, training and development, promotion, transfers and working conditions to providing a safe and positive working environment. Whenever possible, we will make reasonable adjustments to a role, to our premises, facilities and practices to accommodate someone with a disability from the outset of their employment with us. The same applies if someone should unfortunately become disabled, or their disability worsens, during employment with us. We will do our best in terms of making reasonable adjustments including changes to their work pattern, or by providing retraining or redeployment to a more suitable role.

10. Diversity Monitoring

We seek to monitor and review all our employment practices and procedures on a regular basis, whether it be formally or informally to identify and eliminate any that are potentially discriminatory.

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To get an accurate picture of our business and to identify any inequalities, we will collect on a voluntary basis, individual personal information on the diversity of potential candidates and current colleagues. All personal data is held securely in compliance with relevant data protection laws.