





Diversity and Inclusion Policy

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Record of Revisions:

Issue	Date	Summary and reason for change
1 st	January 2022	Initial Issue

If you have a query concerning the implementation or update of this document, please contact the Head of HR as the owner of this policy.

The policy takes effect on the day of publishing and can be accessed on Cezanne/Workspaces/ Documents as well as on Dropbox/ HR/ Policies.

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Diversity and Inclusion is a crucial element in any organisation. It becomes even more prevalent in the multi-national environment in which the organization operates.

1. Purpose

At EIT RawMaterials Diversity and Inclusion is not simply about setting targets and quotas. It aims to equip our organisation with a variety of viewpoints and perspectives, so we can better understand and meet the needs of diverse customers. We understand that our organisation can only benefit from recruiting a diverse workforce by ensuring all our employees actually feel included and valued enough to contribute.

EIT RawMaterials believes that all of us deserve the opportunity to work in a safe, supportive and inclusive environment where we can achieve our full potential. Therefore, the organization encourages all its members of staff to address issues that might be inhibiting this in the workplace.

2. Scope

This policy applies to all members of the EIT RawMaterials community, including its partners, suppliers, contractors and clients.

Furthermore, this policy applies to all processes relating to employment and training and to any dealings with customers and clients. Decisions relating to customers and communities will be based on business-related criteria only and any irrelevant information will not form part of the process.

All employees are responsible for the promotion and advancement of this policy. Behaviour, actions or words that transgress the policy will not be tolerated and will be dealt with in line with the organisation's disciplinary policy.

Managers have the duty to implement this Policy and to make every effort to ensure that a diverse and inclusive culture is fostered and maintained at EIT RawMaterials.



3. Definitions

EIT RawMaterials will not discriminate on grounds such as:

- sex or gender reassignment
- race
- colour
- ethnic or social origin
- genetic features
- language
- religion or belief
- political or any other opinion
- membership of a national minority
- property
- birth
- disability
- age
- sexual orientation, marriage, civil partnership
- or any other irrelevant factor

Instead, EIT RawMaterials will build a culture that values meritocracy, openness, fairness and transparency.

Inclusion is the process of involving, accepting, and valuing all people in the workplace regardless of their differences and social identity. Everyone has the opportunity to learn, develop, contribute and achieve in the workplace.

4. Principles

4.1. Mindset.

At EIT RawMaterials, we aim to cooperate with people who possess a global mindset and cultural understanding.

Our organization strives to provide equal opportunities for development, addressing inclusive behavior, unconscious biases, and cultural understanding. Also, we aim to apply remote working practices to support the personal life choices of our employees, and we utilize inclusive leadership models to mentor and help accelerate the development of diverse talents.



4.2. Diverse Talents

At EIT RawMaterials we strive to attract, develop and retain people with different perspectives, experience and backgrounds to support the organization in its sustainable development.

Our focus on Diversity and Inclusion is fundamental to access to future, wider and more diverse talent pools.

We will promote Diversity and Inclusion through our recruitment approaches to enforce and share our inclusive culture and work environment. Also, Diversity and Inclusion must be a natural element of any recruitment, hiring or selection and development activity in our organization.

Our Diversity and Inclusion approach should be visible in all job ads posted, in our selection criteria, position short listings and employer branding activities.

We permanently strive to leverage existing and new technology to ensure unbiased job descriptions, screening and the decision-making processes.

HR professionals and managers are trained in unconscious bias to avoid biased decisions and recommendations of candidates.

We establish diversity balanced recruitment and selection panels.

4.3. Inclusive leadership

At EIT RawMaterials we are committed to inclusive leadership where our leaders ensure that our people are empowered to be their best, professionally and personally. We believe that Inclusion is a powerful multiplier of innovation and growth that drives creativity and inspiration.

We will integrate core elements like unconscious bias and inclusive leadership into our leadership development practices.

In our organization, we will promote inclusive leadership role models, and hire for inclusive behavior.

5. Process

5.1. Raising Concerns

Every employee can address issues by informally talking to their line manager or Human Resources.



5.2. Managing Performance with Diversity and Inclusion

Fair and inclusive practices will be included in all employees' performance reviews throughout the year. Formal performance management meetings, as well as any informal discussion with the line manager should be a forum where employees can openly discuss any issues they have around fairness, transparency and equality of opportunity. These sessions are furthermore opportunities for line managers to ensure employees understand how they contribute to the business.

5.3. Assessing Diversity and Inclusion

EIT RawMaterials will include diversity matters in the annual Employee Engagement Survey, with the aim to assess to what extent employees feel included, what measures they perceive as helpful and which as hindering.

Employees will also have the opportunity to offer suggestions as to further adaptations they feel would support diversity and inclusion at the organization through yearly Engagement results improvement discussions conducted in every team by its manager.

The organization will annually review its diversity metrics dynamic.

5.4. Advocating and Ensuring Diversity and Inclusion

EIT RawMaterials understands that Diversity and Inclusion is much more than just writing a policy and that it should be part of our day-to-day in the business and reflected in all our HR policies and practices.

The organization will particularly commit to the following:

- **Recruitment:** ensure it targets candidates whose personal values match those of the organization. This should include training for the managers on diversity and inclusion matters to identify candidates who are likely to feel included in your organisation.
- **On-boarding:** ensure all new hires fully understand and support its approach to Diversity and Inclusion.
- **Communication:** regularly share details of its operational performance and plans for the future with employees. To ensure employees are included in the direction of the business and in the decisions that underpin the organisation, regular town hall meetings will be set up (e.g., C-Friday), employees can meet and question senior managers.
- **Management Training:** acknowledge that Managers are role models within the company and are important advocates for Diversity and Inclusion. Therefore, Managers will participate at initial diversity and inclusion trainings.
- **Promotion and Succession planning:** actively promote and advocate internal vacancies and look to encourage internal applications from any member of staff with the required competencies and experiences, independently from any irrelevant criteria as listed above and based on the professional qualities of the person and through the competitive recruitment process.



- **Working conditions:** commit to ensure equal access to parental leave for employees of all gender identities and sexual orientations, so that everyone can fully participate at home and at work. Our approach to parental leave, provides a flexible suite of leave and support options for employees to support them to help their families. Similarly, we are committed to ensuring carers of all types are able to balance caring commitments alongside work.
- **Career opportunities:** aim to ensure that gender is not a barrier to career opportunities and advancement. We strive to provide representation of various identities throughout all HR processes, and are committed to pay equity.
- **Exit interviews:** use the opportunity of exit interviews to understand whether leavers have felt excluded or held back in any way.
- **Development:** provide eLearning modules for diversity and inclusion awareness trainings, which will be shared with all members of staff.