



# DIVERSITY, EQUITY AND INCLUSION POLICY



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## 1.0 INTRODUCTION

Vivobarefoot is committed to providing equal opportunities in employment and to the elimination of unlawful or unfair discrimination against anyone in our global community.

We recognise the importance of driving the improvement of diversity, equity and inclusion throughout our organisation, stakeholders and communication platforms.

## 2.0 PURPOSE

This diversity, equity and inclusion policy (the 'Policy') is intended to assist Vivobarefoot to put our commitment into practice and support continuous improvement.

## 3.0 SCOPE

## 4.0 PRINCIPLES

### 4.1 EQUAL OPPORTUNITIES IN EMPLOYMENT

Nobody shall be discriminated against during recruitment or employment (including promotion, opportunities for training, pay and benefits, discipline and selection for redundancy) because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as 'protected characteristics'.

Identify, recruit, select, promote and treat individuals on the basis of merits and abilities.

Treat everyone with dignity and respect.

### 4.2 UNLAWFUL OR UNFAIR DISCRIMINATION

No individual shall be treated less favourably than others because of a protected characteristic.

In limited circumstances, direct discrimination against an individual for a reason related to any of the protected characteristics is permissible where there is an occupational requirement.

- The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

No person shall be indirectly discriminated, where a practice is applied in relation to an individual or individuals with a protected characteristic\* that would detriment people who do not.

No person shall experience unwanted conduct related to one of the protected characteristics\*.

Any unwanted conduct that has the purpose or effect of violating a person's dignity; or is reasonably considered by that person to create an intimidating, hostile, degrading, humiliating or offensive environment, constitutes harassment and is not tolerated.

It does not matter whether or not this effect was intended by the person responsible.

No individual shall be directly discriminated against or harassed for association with another individual who has a protected characteristic\*.

No individual shall be directly discriminated against or harassed for association with another individual who has a protected characteristic, when they do not, in fact, have it\*.

No individual shall be subjected to a detriment, such as denied a promotion, for making or supporting a complaint or raising a grievance under the Equality Act 2010.

#### **4.3 DISABILITY**

Encourage reporting of disabilities to improve workplace access.

Make reasonable adjustments physical features or practices to enable disabled persons to overcome disadvantage they have compared with someone who does not have that disability.

Make all reasonable adjustments within an agreed timeframe, in consultation with the person.

#### **4.5 CULTURE, ETHNICITY & RACE**

Represent all potential and existing customers in marketing activities.

Challenge unconscious bias to ensure all ambassadors are from BAME backgrounds.

Consult with BAME ambassadors and follow their guidance.

Invest in external organisations and projects working to amplify BAME voices.

#### **4.11 GENDER**

Take action to reduce the gender pay gap.

Publicly report on gender diversity and pay differentials.

Always ensure women are represented in leadership and recruitment.

Encourage uptake of shared parental leave.

### **5.0 RESPONSIBILITIES**

The CEO and People Manager are responsible for monitoring the effectiveness of this Policy and reviewing the implementation of it on a regular basis.

The Board of Vivobarefoot is responsible for putting in place any policies and procedures, including this Policy, to reinforce our zero-tolerance of unlawful or unfair discrimination and continuous improvement.

All Vivobarefoot directors, employees, workers and contractors are required to comply with this Policy.

All employees are required to assist Vivobarefoot to meet its commitment. Employees can be held liable as well, or instead of, Vivobarefoot for any act of unlawful discrimination.

Third parties must be managed to the requirements in this Policy by relevant department leads.

### **6.0 TRAINING & COMMUNICATION**

Vivobarefoot will provide regular diversity, equity and inclusion training to all management and as part of the induction process for new employees. Unconscious bias subjects will be included in this training.

All employees will have access to this Policy and training resources via a shared online portal.

Directors must ensure all team members have agreed to this Policy and attended training.

Vivobarefoot will communicate this Policy and continuous improvement efforts to all third parties at the outset of any business relationship, and as appropriate thereafter.

## **7.0 MONITORING & REVIEW**

Vivobarefoot will evaluate the effectiveness of this Policy and the implementation of it on an ongoing basis, to ensure that it remains effective and reflects best practice.

In particular, Vivobarefoot will monitor the ethnic and gender composition of our workforce, of applicants for jobs (including promotion), and global community of third-party stakeholders.

The results of this monitoring and any employee and community feedback will be used to update this policy and our continuous improvement efforts.

We will encourage weekly feedback to the People Manager through an anonymous, online system called 'Employee Voice' understand and apply improvements with the Board as soon as possible.

## **8.0 REPORTING**

Vivobarefoot will include information on compliance to and continuous improvement of this Policy in interim and annual business reports to ensure transparency of operational practices.