



# Our Diversity, Equality & Inclusion



# Why is Diversity, Equality and Inclusion important to us?

We accept that having a different culture in Lefke IT is the correct thing to do and the main way we can support our prosperity, a view that is imparted and confirmed in our collaboration to partners from across the business.

We esteem everybody for their varied skills, backgrounds, beliefs, societies, attributes and experiences, and the lavishness of involvement that this brings. We know that having a comprehensive culture will help our organization to develop and our labor force to be creative and adaptable.

We encourage a zero-tolerance attitude to tormenting, exclusion, provocation or imbalance, empowering partners to report any concerns they might have in such manner, in the knowledge that they will be paid attention to and upheld in a protected and classified environment.

Each colleague has the option to anticipate to be dealt with straightforwardly and genuinely, free from discrimination and bias, in their everyday connections with one another, with clients and anybody that they come into contact with as a component of their functioning lives at Lefke IT.

# What do we understand, by these terms?



## Diversity

Diversity is tied in with perceiving the qualities that make us unique and celebrating effect. It's recognizing the benefit of having a scope of viewpoints in direction and the commitments that people can make because of their experience, culture and way of life.

## Equality

Equality is tied in with being equivalent, and that is the way we believe everybody at Lefke IT should feel.



## Equal Opportunity

Equal Opportunity is about the strategies and methodology we set up to guarantee everyone has equivalent access and is offered equivalent chances to develop and endeavor inside Lefke IT. It is about not being dealt with differently or discriminated, in any capacity, in view of their qualities and

## Inclusion

Inclusion is where individuals' differences are esteemed and used to empower everybody to create, develop and flourish at work. A comprehensive work space is one in which everybody feels that they have a place without adjusting.



# Commitment

In order to foster a diverse, inclusive and equal company culture, we are committed:

- To proactively supporting diversity, equality and inclusion.
- To ensuring all colleagues are treated with respect, dignity and openness.
- To guaranteeing all partners treat each other with the regard, pride and transparency that we expect.
- To challenging and being available to challenge when the pillars of Diversity, Equality and Inclusion are apparently not maintained.
- To providing Board oversight of a workplace that is liberated from discrimination, harassment or disparity, making the necessary moves on the off chance that this at any point seems not to be the case.
- To keeping up with all relevant strategies in a way that makes them effectively open, understandable and consistent with legislation.
- To ensuring all enlistment choices depend on abilities and experience, absent any trace of unintentional bias or inclination.
- To standard far reaching preparing of all associates to increment mindfulness around the issues of diversity, inclusion and equity, along with the role that supervisors need to play in advancing our policies and practices.
- To giving a safe and open work space to address the issues of any partners, guests and providers with disabilities to our workplaces, where reasonable and practical to do so.
- To ensuring that our external communications, showcasing and website each promote and reflect (in words, tone and presentation) our obligation to diversity, inclusion and uniformity.
- To keep trying to improve every single day.

# What does this mean in practice?

## Training

We will ensure that all colleagues approach, and undertake, independent training around these points on a yearly basis. We believe that this will help with raising and keeping up with attention to the imperative significance of living our aims in this fundamental area. It will likewise give viable models, examples and guidance with regards to how colleagues to act towards each other.

In relation to access for career training, and ensuring the company has the required skill levels across the board, we will ensure that all and any decisions in respect of who is trained, and how that training will be facilitated, will be based on individual development needs. We will not allow these decisions to be influenced by age, disability, sex, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief or sexual orientation.

We will hope to use as various and changed designs for preparing, where conceivable, to guarantee the most significant level of accessibility and support, regardless of partners working examples, area or any physical disability.



## Recruitment

Drawing in a different diverse pool is key to our on-going achievement and growth thus we should get our enrollment right. We will hope to draw in applications from all segments of society and communities, endeavoring to guarantee that new colleagues are enrolled based on their abilities and experience, irrespective of background.

To help us in doing this we will:

- Screen the language utilized in any job advert to guarantee that it appeals to all areas society, mirrors the variety of the organization and complies with any applicable legislation.
- Hope to incorporate job boards, agencies and different affiliations that address in any case unrepresented groups and backgrounds among the spots we use to advertise our opportunities.
- Run training for all colleagues associated with recruitment to feature the risks of oblivious bias and the significance of diversity, inclusion and equality in the enrollment cycle.
- Seek where possible to have interview panels which reflect the diversity of our colleagues.
- Ensure that the dynamic cycle during recruitment is in accordance with best practice, utilizing organized interview determination processes, with interview notes and scoring matrices to drive objectivity.
- Ensure that inquiries questions are comprehensive and in accordance with current guideline, depending on pre-concurred interview scripts where suitable to guarantee every applicant is dealt with equality and fairly.
- Screen, examine and publish data around our enrollment practices, to give straightforwardness what's more, feature any possible areas of concern or bias

## Neuro Diversity

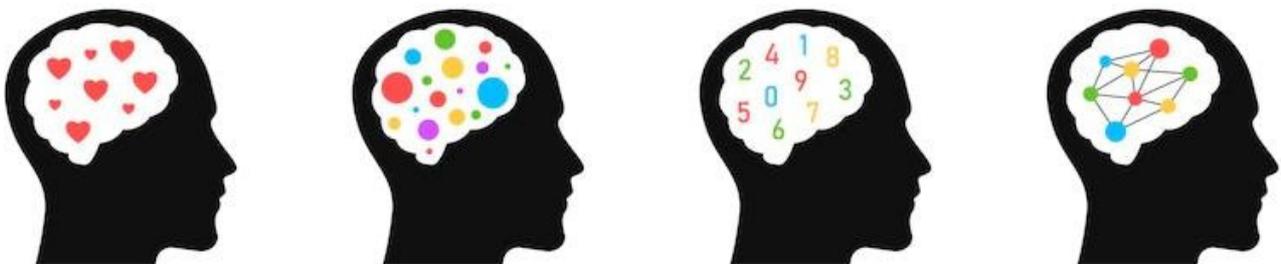
We are focused on supporting and advocating Neuro diversity inside the work environment. We are more grounded together in an environment which advances and praises our exceptional strengths and contrasts.

We perceive that not every person thinks similarly and we try to expand and embrace the talents of individuals who think and see the world differently. To be sure, it is through the variety of thought and thoughts that thought administration and greatness is sustained, and at last accomplished.

We look to comprehend, and apply that understanding, with compassion. This incorporates having a full appreciation concerning the scope of conditions which are considered neuro diverse, acknowledging how they might appear in the work environment and adapting to reduce the possible hindrances to success.

## Pays & Benefits

The Board will keep on monitoring pay and benefits to guarantee that these reflect skills, experience and obligations and are not impacted by any presumptions of age, disability, sex, gender, reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief or sexual orientation



## Career progression

We will ensure that vacancies are published internally, where possible, to encourage colleagues from all parts of the business to apply.

Our work on the Skills Matrix will give transparency and lucidity of the skills, strategies and experience expected for every opening, in this manner empowering colleagues from all parts of the business to consider whether to apply for the opportunity.

Appointments will be based on skills, experience and aptitude and will be uninfluenced by any assumptions around a colleague's sex, ethnicity, sexuality, race, religion, beliefs, or background.

## Internal Communication

An area of the Moogles is saved as a 'hub' for the correspondence of data, accessible guidance, important connections and other data connecting with DE&I. This will guarantee that clear communications are available for all associates in regards to our arrangements and ways to deal with DE&I. It will likewise feature how any colleague can raise concerns they might have around their treatment or their apparent treatment of others.

We will promote the sharing of information around different cultures, customs, festivals and other diverse celebrations and look to promote both internal and external inclusivity events.

We will do a yearly confidential and anonymous review among colleagues to check their perspectives on our presentation corresponding to DE&I policies and practices. The result of this review will be shared across the organization and will be viewed as close by different information that the Board uses to monitor the achievement and reach of our strategies around here.

# Monitoring

We will collect, on a voluntary basis, individual data on the diversity of potential selects and existing partners.

We ask and encourage all colleagues to share their Personal Information with us via the HR team. All personal data is held securely and processed in compliance with the relevant legislation and codes of practice on Data Protection and GDPR, and will be treated as strictly confidential.

The giving of this Personal Information is entirely voluntary. No colleague is obliged to provide it, and we are aware that some colleagues may see this as being too intrusive.

The Board will review all relevant data analysis, on an anonymized basis, at quarterly board meetings, comparing to any agreed objectives, and using the information to decide whether any changes to policies or processes are required. Summary information will be made available to all colleagues where appropriate.



Our capacity to precisely screen our performance comparable to DE&I must be just about as great as the data we hold. The higher the quality the more exact the result, which will empower us to check consistence with our points and feature any areas of concern and check out at ways for development.

# What if you have any concerns?

All colleagues have the right to be treated with dignity and respect and to work in an environment where they can feel confident to raise any concerns you may have.

Assuming you are unfortunate enough to feel that you are being tormented, oppressed, avoided, harassed or victimized then we urge you to raise your concerns, not remaining quiet about them. This should be possible with your immediate line manager, by means of the HR inbox or to any Director of the organization.

You can be assured that all concerns will be taken seriously and sensitively, and managers will work with you to investigate these as quickly as possible, and where appropriate, seek to resolve these informally if possible. In other instances, we may need to follow the procedures laid down in our Disciplinary Policy.

If you act in a discriminatory manner or if you bully, harass or victimize another colleague, customer, visitor, supplier or contractor appropriate action will be taken under the Company's Disciplinary Policy. This also applies where the actions have taken place outside of normal working hours and where it impacts on either the working environment, or where it could potentially affect our reputation



