

Diversity, Equity and Inclusion Policy

At Unite, we believe that a diverse team strengthens innovation, encourages collaboration, and enhances our ability to serve a global community. Our diversity, equity and inclusion policy is designed to create a respectful, equitable, and inclusive environment for all.

Introduction

Unite is dedicated to fostering an environment of diversity, equity and inclusion (DEI) both within our organisation and with our business partners. We recognise the inherent value in embracing differences and ensuring that all individuals, regardless of background, feel valued, respected, and given equal opportunities for growth and advancement. Our commitment to DEI extends beyond our internal operations, as we strive to be a leader within our industry, promoting a culture of equity and fairness.

This policy is designed to ensure equality, fairness, and respect for all in our employment, whether for temporary, freelance, internship, part-time, or full-time positions. Additionally, this policy aims to prevent the unlawful discrimination against individuals with protected characteristics as stipulated in the Core Labour Standards of the International Labour Organisation - Discrimination (Employment and Occupation) Convention, 1958 (No. 111) and the principles laid out in the International Bill of Human Rights. It prohibits employment discrimination based on various factors, including:

- Age
- Disability (physical or mental)
- Gender reassignment
- Marriage and civil partnership
- Financial standing
- Pregnancy and maternity
- Race (including colour, nationality, and ethnic, national or social origin)
- Language
- Religion or belief
- Sex
- Sexual orientation
- Or any other basis that leads to discriminatory treatment

Unite aims to be an inclusive organisation committed to providing equal opportunities throughout all stages of employment- including recruitment, training, development and to proactively tackling and eliminating unlawful discrimination.

Definitions

To ensure that all interpret this policy and content equally, key terminology is defined, as follows:

- **Diversity** – refers to the practice or quality of including or involving people from different social and ethnic backgrounds and of different genders, sexual orientations, etc.

- **Equity** – refers to fairness, justice, or impartiality in dealings between people.
- **Inclusion** – refers to equal access to opportunities and resources for people who might otherwise be excluded or marginalised.
- **Employees** – staff, including Unite management and executives, irrespective of employment type - temporary, freelance, internship, part-time, or full-time positions
- **Business partners** - include both potential contractual partners in the pipeline and contractual partners with existing contracts. This applies not only to market-side business partners (such as customers and suppliers), but also, in particular, to banks, landlords, insurance companies and other service providers.

Application

1. **Unite** – This policy applies to Unite and its affiliated companies.
2. **Unite employees** - This policy applies to all Unite employees. All employees are expected to comply fully with this policy and adhere to its principles in all aspects of their work. Key application areas during your employment might include, but are not limited to recruitment, training and promotion.
3. **Business partners** - This policy applies to all Unite business partners and its affiliated companies. We also promote the standards referenced in this policy to our organisation's contractors, agency workers, temporary workers, and volunteers through our Code of Conduct.

Principles and objectives

1. **Promotion of diversity, equity, and inclusion** – Unite is committed to promoting DEI in all operations. We aim to exceed legal requirements and actively seek opportunities to create a workplace that celebrates and values DEI.
2. **Creating a respectful workplace** – Unite is dedicated to maintaining a workplace free from bullying, harassment, victimisation, and discrimination. We prioritise creating an environment where all individuals feel safe, respected and included.
3. **Continuous improvement** – Unite regularly reviews and updates our employment practices and policies to ensure fairness and compliance with legal requirements. We're committed to continuous improvement and strive to adapt to evolving best practices and legal standards.

Our commitments

1. **Education and training** – Unite provides comprehensive education and training programs to raise awareness and understanding of DEI issues among our employees. We empower our employees to recognise their rights and responsibilities under this policy.
2. **Swift and appropriate response** – Unite is committed to swiftly and appropriately address any complaints of bullying, harassment, victimisation, or discrimination within our organisation. We take all complaints seriously and ensure they're handled sensitively and fairly. Our approach to dealing with conflicts is clearly defined in an online guide and with the help of a counselling team of Unite's Organisation, Learning and Culture department.
3. **Opportunities for advancement** – Unite provides all employees with equal training, development, and career advancement opportunities. We believe in harnessing the full potential of our workforce and maximising efficiency through diverse perspectives and talents.

4. **Merit-based decision making** – Unite makes all employment decisions based on merit, ensuring fairness and impartiality in our processes. We recognise and value the contributions of every individual, irrespective of personal characteristics.
5. **Championing inclusivity:** Unite’s Culture Circle serves as the ears and voice for every employee, dedicated to promoting and upholding our Unite values. The group is committed to foster a culture where everyone is heard and seen, ensuring inclusivity and respect for all.
6. **Empowering growth and inclusion** – Unite’s department of Organisation, Learning and Culture is the backbone of employee welfare at Unite. It supports teams through change and crisis, offers counselling for individual challenges, and fosters a culture of learning and growth. Through these efforts, it helps to create a thriving and inclusive work environment.
7. **Employee resource groups** – Unite’s commitment to DEI extends to the establishment and support of the Employee Resource Group which serves as platform for collaboration, support, and advocacy, empowering employees to contribute to a more inclusive workplace and drive meaningful change within our organisation.
8. **Best practice** –Unite HQ is located in Germany and as a signatory to the German Diversity Charter (Charta der Vielfalt), we demonstrate our dedication to creating an environment where all individuals are valued and provided with equal opportunities to thrive.

Whistleblowing

Unite has a whistleblowing system in place. This allows all employees to anonymously report confidential information about potential violations of rules. The primary goal is to give whistleblowers a protected space for communication and to protect them from reprisals. In the event of a report, we’re interested in a comprehensive clarification and rapid elimination of the violations. If a form of discrimination is identified in our business operations, this would be reported immediately to the company management and appropriate measures to eliminate it would be initiated.

The whistleblower system can be accessed via <https://unite.eu/en-global/company/compliance>

Implementation and monitoring

Unite is committed to ensuring this diversity, equity and inclusion policy is understood, implemented, and maintained at all organisational levels. Management will annually review and re-appraise its effectiveness, considering feedback from stakeholders and contributors. We believe continuous monitoring and evaluation are essential for driving meaningful change and fostering a culture of inclusivity and equality within our organisation.