

Diversity and inclusion policy

Overview and principles

The Assura diversity and inclusion policy underpins our standards of responsible business conduct and updates out previous equal opportunities policy. The policy applies to all employees of Assura.

We will apply the key principles of human rights of dignity, equality, respect, fairness and autonomy in all that we do. We will foster an environment in which employees, job applicants', customers and suppliers are valued equally and supported so they can work with confidence.

Our diversity and inclusion strategy will provide the guiding principles for our work to promote diversity and inclusion in all that we do and through the work we do in partnership with others.

Obligations

The Board of directors has overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law. Day to day operational responsibility for this policy has been designated to the Executive Committee and all line managers

Responsibilities of Senior Managers:

- Will strive to ensure that our work environment remains positive, free from discrimination, harassment and bullying and that everyone is treated with dignity and respect at all times
- We will avoid unlawful discrimination in all aspects of employment including recruitment, training, pay and benefits
- We will adhere to all laws and regulations and place compliance, both legal and ethical, at the heart of Assura.

Responsibilities of Managers:

- To personally set the highest of ethical standards in both their actions and attitudes – showing respect and integrity in all business dealings and relationships.
- Create an environment where employees can safely ask questions and raise concerns
- Lead periodic compliance and consistency reviews and take prompt corrective action where non-compliance is identified.
- Ensure all employees are trained in equality and human rights and understand how to apply all relevant policies to their role.

Responsibilities of Employees:

- Working in accordance with Assura's core values and behaviours in order to create a culture of; Innovation, Expertise, Being Genuine, Collaboration and Passion.
- To work in good faith, i.e. believing that your acts and deeds are truthful.
- To gain a basic understanding of Assura's policies and procedures, relevant to your role and understand how to apply them.
- To raise any concerns or issues of non-compliance.

Policy scope

This document sets out the overarching principles of diversity and inclusion. It should be read in conjunction with the employee handbook and Assura's policies and procedures and the equality and human rights strategy.

The aim of this policy is to assist to put our commitments into practice. The policy is implemented in accordance with the Human Rights Act 1998 and the Equality Act 2010. The key principles of which are:

- The right to a fair and public hearing
- The right to respect for private and family life
- Freedom of thought, conscience, and religion
- Freedom of expression
- Freedom of assembly and association
- Prohibition of discrimination

Compliance with this policy is a condition of employment at Assura. Failure can result in disciplinary action which may result in the termination of your employment.

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Concerns should be escalated immediately. It is not necessary to know that a breach of our code or policies has occurred and concerns can be raised anonymously through any of the following channels:

- Head of Human Resources or Head of Legal
- Whistle Blowing hotline Expolink
- Next level of management
- Assura Board of Directors

Assura will fairly examine every concern through a robust and documented investigation process.

Other related matters

To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our organisation, we may monitor applicants' and employees ethnic group, gender, disability, sexual orientation, religion and age as part of the human resources procedures. Provision of this information is voluntary, and it will not relate to any decision related to their employment. The information will be removed from applications before shortlisting and kept in an anonymised format solely for the purposes stated in this policy.

All records relating to this policy kept by HR in accordance with GDPR regulations and will be confidentially destroyed thereafter. This policy will be reviewed regularly to ensure that it continues to meet legislative requirements.

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