

Document Type: Policy  
Diversity and Inclusion Policy

## **Charles Taylor Managing Agency Limited (CTMA)**

### **Diversity and Inclusion Policy**

#### Document governance

Document owner	Compliance Officer
Committee Owner	CTMA Board

<b>Document review</b>	
Version	Reviewer
0.1	Version is 0.1. Adoption in full of CT Group Diversity and Inclusion Policy

## **Diversity & Inclusion Policy**

### **Purpose**

The Diversity and Inclusion Policy (the “Policy”) outlines CTMA’s commitment to promoting and embedding Diversity & Inclusion within its workplace. CTMA aims to create an environment and culture in which we actively appreciate and celebrate difference and whereby all employees can be themselves at work and reach their full potential. This supports our vision to be the leading international provider of professional services to clients in the global insurance market.

### **Definitions**

**Diversity** is defined as accepting each person as an individual irrespective of their differences from one another. These include, but are not limited to, age, cultural affiliation, disability, ethnic identity, flexibly working arrangements, gender, marital status, religious or political beliefs, or sexual orientation.

**Inclusion** is creating a working environment where similarities and differences are not just accepted, but are valued and utilized to achieve a common goal or objective.

**Equality** is defined as the conscious removal of barriers, eliminating all forms of discrimination and harassment. This is in line with the Charles Taylor Group’s commitment to promoting equal opportunities. The Charles Taylor Group practices an equal opportunities policy and will not discriminate against its workers on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy, maternity or trade union membership or the fact that they are a part-time worker or a fixed-term employee (“protected characteristics”).

### **About this policy**

This policy sets out CTMA’s approach to promoting diversity and inclusion in the workplace. It is supported by the CT Group’s Equal Opportunities Policy

The Policy applies to all employees, board members, clients, communities, suppliers and contractors, whether permanent or temporary. The Policy applies to all processes relating to employment and training and to any dealings with customers and clients.

### **Principles**

- CTMA is fully committed to the elimination of unlawful and unfair discrimination and values the differences that a diverse workforce brings to the organisation
- CTMA will not discriminate its workers in line with our equal opportunities policy and will build a culture that values meritocracy, openness, fairness and transparency
- We expect all employees to foster and promote a work environment whereby they are respectful of one another, of our stakeholders and of the community
- We openly embrace the diversity of our workforce and different skills and backgrounds of all our employees and encourage an environment that creates diversity of thought whereby we share knowledge and whereby everyone has the opportunity to learn and grow

## **Implementation of this policy**

### **Staff and workers:**

All staff and workers are responsible for the promotion and advancement of the 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

Adherence to this policy will be taken in to account when assessing employee performance

### **Diversity & Inclusion Forum:**

The CT Group's Diversity & Inclusion Forum is open for anyone, globally across Charles Taylor, to join. It aims to include members of staff across a variety of business divisions, at all levels, as well as a member of the Group Executive Committee and a senior member of the HR team.

The CT Group's Diversity & Inclusion Forum meets regularly and is accountable for:

- Setting the global diversity & inclusion strategy
- Monitoring and reporting on the impact of the strategy and its progress against objectives
- Communicating the Policy across the business
- Serving as diversity & inclusion champions for Charles Taylor in their respective businesses

### **Managers and Executives:**

Within CTMA, Divisional Leadership Teams are expected to take accountability for diversity and inclusion, whilst acting as role models of the Policy.

This Policy provides guidance for all people management practices across CTMA. Managers are expected to use this Policy to support how they go about building diversity into their teams and demonstrating the values and behaviours that promote inclusion. They are also responsible for ensuring that staff across their division understand the Policy, and challenging inappropriate behaviour or language effectively.

Senior leaders across CTMA are responsible for acting in alignment and upholding the principles of the Policy. Their management decisions must be based on fairness and merit and the reduction of bias, including how we hire, identify talent, reward and develop our staff.