

# Global Diversity and Inclusion Policy

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ARTEFACT

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## Introduction

At Artefact, we place **diversity, equity, and inclusion** at the heart of our corporate culture. We are committed to fostering an inclusive work environment, eliminating all forms of discrimination, and ensuring that every employee feels respected, valued, and empowered to contribute their best.

Our goal is to build a team that reflects the diversity of both Artefact and our clients, embracing a wide range of backgrounds, perspectives, and experiences.

This policy is fundamental to every step of professional life at Artefact—from recruitment to career development, training, and performance evaluation. It applies to all employees, ensuring fairness and inclusivity at every level, regardless of position, seniority, or location.

To build a truly diverse, equitable, and inclusive workplace, it is important to understand what each of these principles means and how they contribute to shaping a fair and welcoming environment at Artefact:

- **Diversity** refers to the practice of embracing individuals from a wide range of backgrounds, including different genders, ethnicities, ages, educational paths, professional experiences, sexual orientations, gender identities, disabilities, or health statuses.
- **Equity** is about providing tailored support to meet individual needs, ensuring that everyone has the necessary resources and opportunities to thrive and reach their full potential.
- **Inclusion** means fostering a workplace where all employees feel safe, respected, and valued - not only for who they are but also for the perspectives and contributions they bring to the company.

## Our policy's purpose

This policy aims to:

- Ensure equality, fairness, and respect for all employees—whether temporary, part-time, or full-time.
- Prevent, address, and eliminate all forms of discrimination by ensuring fair treatment across all aspects of employment.

We are committed to ensuring that no individual is discriminated against based on:

- Age
- Disability

- Gender or gender identity
- Sexual orientation
- Pregnancy and maternity
- Ethnic or national origin
- Religion, belief, or political affiliation

**This commitment applies to all aspects of professional life, including but not limited to:**

- Pay and benefits
- Employment terms and conditions
- Handling of grievances and disciplinary actions
- Dismissals and redundancies
- Parental leave
- Recruitment, promotion, training, and career development opportunities

## Our commitments

At Artefact, we are committed to building a diverse, equitable, and inclusive workplace where every individual is valued and treated with fairness. To achieve this, we uphold the following commitments:

1. **Fostering equality, diversity, and inclusion** in the workplace, recognizing them as core values that drive innovation, performance, and employee well-being.
2. **Creating a safe and inclusive work environment**, free from bullying, harassment, victimisation, and unlawful discrimination, where every employee is respected and valued for their contributions.
3. **Training managers and employees** on their rights and responsibilities regarding diversity, equity, and inclusion to ensure a culture of accountability and respect.
4. **Holding all employees accountable** for maintaining an inclusive workplace. Artefact expects its employees to uphold equal opportunities and prevent any form of discrimination, harassment, or bullying. Both Artefact and its employees may be held responsible for acts of discrimination, bullying, or harassment affecting colleagues, clients, suppliers, or the public.
5. **Handling complaints with the utmost seriousness** and addressing any incidents of discrimination, harassment, or victimisation, whether involving employees, customers, suppliers, or visitors. Such cases will be treated as misconduct under Artefact's grievance and disciplinary procedures, with appropriate action taken. Cases of sexual harassment may also be subject to employment law and, in severe cases, criminal law.
6. **Ensuring equal access to opportunities for training, development, and career**

**progression**, allowing all employees to reach their full potential and contribute to Artefact's success.

7. **Making decisions based solely on merit**, ensuring fairness in recruitment, promotions, and performance evaluations.
8. **Regularly reviewing employment policies and procedures** to maintain fairness, integrating legal updates and employee feedback collected through engagement surveys.
9. **We monitor the diversity of our workforce** in compliance with the legislation of each country to assess progress in achieving our diversity and inclusion objectives. This commitment includes an annual review of the effectiveness of our D&I policy and action plan, with concrete measures implemented to address any gaps.

## Quantitative and Qualitative Objectives

The objectives of this policy are both quantitative and qualitative, ensuring that our actions have a real and measurable impact.

### Quantitative objectives:

- Strengthening workforce diversity by setting specific objectives tailored to each local context, focusing on gender, disability, and other relevant criteria in compliance with applicable regulations.
- Achieve target rates of parity and inclusion in recruitment, promotions, and training.

### Qualitative objectives:

- Foster an inclusive work environment where every employee feels respected, heard, and valued.
- Promote a culture of continuous feedback to gather employee perceptions regarding equity, diversity, and inclusion within the organization.
- Develop regular training programs to enhance awareness and strengthen the skills of managers and employees on diversity and inclusion topics.

These objectives will be regularly monitored and reassessed as part of our commitment to continuous improvement in these areas across the organization.

These objectives will be regularly monitored and reassessed as part of our commitment to continuous improvement in these areas across the organization. For more details on Artefact's quantitative objectives related to diversity and inclusion, please refer to:

- **Artefact's Disability Policy** (for specific commitments regarding accessibility and

inclusion of employees with disabilities).

- **Artefact's CSR Policy** (for broader diversity, equity, and inclusion targets as part of our global sustainability strategy).

## **Agreement to follow this policy**

Artefact's commitment to equality, diversity, and inclusion is fully supported by senior management and is integral to our organizational values. This policy has been developed in consultation with trade unions and employee representatives, ensuring that it reflects a shared commitment to fostering a fair and inclusive workplace for all.

## **Our disciplinary and grievance procedures**

Details of the organisation's grievance and disciplinary policies and procedures are available on the KNOW (Artefact intranet). This includes information on how to raise a grievance, typically with your line manager.

It is crucial to note that employees have the right to raise any grievances or concerns through the organisation's procedures without affecting their legal rights. Specifically, using the grievance or disciplinary processes does not waive an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination. All employees are encouraged to fully exercise their rights in these matters without fear of retaliation or disadvantage.

## **Scope of the Policy**

This policy applies to all employees of Artefact, regardless of their role, seniority, or location. It is implemented at the Group level, ensuring a consistent and unified approach to equality, diversity, and inclusion across all Artefact entities and offices worldwide.