Global Diversity and Inclusion Policy

ARTEFACT

AI IS ABOUT PEOPLE

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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, including visible and invisible conditions
- Gender or gender identity

- Sexual orientation
- Pregnancy, maternity, or paternity
- 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. **Support a global Diversity, Equity and Inclusion community of volunteer employees across regions**, contributing to raising awareness, sharing best practices, and supporting the implementation of the Group's D&I commitments, in alignment with this policy.

10. **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

Artefact monitors a selected set of quantitative indicators to track progress on diversity, equity, and inclusion, in compliance with applicable local regulations and data protection requirements. These indicators are structured from the most transversal to the more specific dimensions of D&I.

1. **Quantitative objectives**

a. **Training and awareness on Diversity, Equity and Inclusion**

Artefact is committed to raising awareness and strengthening capabilities on D&I topics across the organization. By 2030, the Group aims to focus on combating sexist and sexual violence (SSV), and to support this, we have set a key objective:

- **Train 50% of our employees on preventing and addressing sexist and sexual violence (SSV)**

b. **Gender equality**

As a leading player in the tech and data sector, Artefact is committed to addressing gender parity challenges within the industry. To strengthen gender equality **by 2030**, the Group has set the following targets:

- **30% women in Top Management**
- **40% women in the global taskforce**
- **30% women in tech profiles**

c. Disability inclusion

In line with Artefact's commitments to disability inclusion, the Group has set a KPI by 2030:

- **Ensure 50% of our employees are aware of disability issues**

Artefact's broader commitments, objectives, and indicators related to disability inclusion are detailed in the **Group Disability Policy**, which complements this D&I policy.

2. Qualitatives objectives

In parallel with quantitative monitoring, Artefact pursues qualitative objectives aimed at strengthening inclusion, equity, and employee experience across the organization:

- Promote a culture of **continuous feedback** to better understand employee perceptions related to fairness, inclusion, and equal opportunities.
- Ensure that principles of **equity and inclusion** are embedded in management practices, team interactions, and decision-making processes.
- Encourage **respectful behaviors and inclusive leadership** across all levels of the organization.

These qualitative objectives are **regularly monitored and reassessed** as part of Artefact's commitment to continuous improvement in D&I across the organization.

Agreement to follow this policy

Artefact's commitment to equality, diversity, and inclusion is fully supported by Top Management and is integral to our organizational values.

Our disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures are available on **the 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.