

# Alvarium's Diversity, Equity and Inclusion (D,E&I) policy

## Introduction

Alvarium is an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. While our full Equal Opportunities policy is contained within our company handbook, the aim of this policy is to go beyond our compliance with local legislation and to promote and support diversity, equity and inclusion in the workplace.

<b>Diversity is...</b>	<b>Equity is...</b>	<b>Inclusion is...</b>
about recognising difference and acknowledging the benefit of having a range of perspectives in decision-making	when we consider individual needs and take action to rebalance structural inequities, where certain groups are subject to advantages, and vice versa	when people feel valued and accepted in their team and in the wider organisation, without having to change who they are

Diversity and equity in the workplace is an important aspect of good people management - it's about valuing everyone in the organisation as an individual and ensuring they are fairly considered and recognised. And, to reap the benefits of a diverse workforce it's vital to have an inclusive environment where everyone feels able to participate and achieve their potential by bringing their full selves to work.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All workers (employees, consultants, agency temps, whether part or full-time) are covered by this policy and it applies to all areas of employment including recruitment, selection, training, career development, and promotion. These areas are monitored and policies and practices are amended if necessary to ensure they proactively promote and support D,E&I in the workplace.

Clair Earl has particular responsibility for implementing and monitoring this D,E&I policy.

All aspects of the policy will be evaluated and monitored on an annual to ensure the policy remains relevant to the Company's needs and in line with changes to the Company's business plan.

Last updated October 2021

## **Our commitment**

Alvarium is committed to:

<b>RESPECT</b>	entitling every employee, worker or self-employed contractor to a safe, working environment that promotes dignity and respect to all
<b>SUPPORT</b>	creating a supportive and inclusive environment in which individual differences are recognised and valued
<b>VOICE</b>	valuing the diversity of thoughts, ideas and ways of working that people from different backgrounds, experiences and identities bring to an organisation and providing them a meaningful voice on matters that affect us
<b>EQUAL</b>	providing equal opportunity for employment, to develop, progress, and be fairly rewarded and recognised at work
<b>DEVELOP</b>	providing training, development and progression opportunities to develop our skills and talents to our full potential
<b>UNDERSTAND</b>	understanding equality and inclusion in the workplace is good management practice and makes sound business sense, and ensuring it's people management practices champion this fundamental principle
<b>LISTEN</b>	having clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated
<b>SERVICES</b>	providing services free from bias and which are delivered equally and meet the diverse needs of our clients
<b>UP-TO-DATE</b>	continuously reviewing all our employment practices and procedures to ensure fairness.

## **Our Vision**

Alvarium's 3-year goals are to:

1. Improve retention of mid-level female employees through to leadership positions
2. Increase recruitment and retention of minority groups
3. Participate in at least two diversity focused strategic partnerships

## **How we track and measure D&I**

Alvarium tracks its D&I statistics largely via its Human Resources Information System (HRIS) and presents relevant data bi-annually at the Company Operations Board meeting. Information gathered includes, but is not limited to headcount categorisation, equal pay reporting (non-mandatory – indicative only), future workforce plans and project initiatives e.g. strategic partnerships, events, volunteering and donations.

## **Action Areas**

### **1. Recruitment and Selection**

- Prioritise partnerships with recruitment firms who have a genuine D&I focus and where appropriate source directly from less conventional or historical pathways and referrals
- Maintain a diverse panel to make final hiring decisions
- Challenge favourable personal relationships with future workers to minimize “similarity” bias and to widen the backgrounds of where our workers come from
- Make hiring a collective process between HR and management

### **2. Career Pathing and Promotion**

- HR and management to continuously review high performers throughout the year via the annual performance process and by using models such as 9-box grid
- Improve transparency of the promotion process and availability of materials and support
- Provide formal coaching for “rising stars” – high-performers with high-potential
- Ensure all promotion requests are backed by at least 2 sponsors, supported by objective examples and calibrated by a (diverse) panel for internal alignment.

### **3. Recognition and Reward**

- Ensure equal pay across gender through rigorous benchmarking and annual checks, immediately closing gaps where they exist
- Enforce accountability against Alvarium’s competency “Social Consciousness”, providing incentives where appropriate
- Recognise holidays or other events marked by minority groups and adjust how these are celebrated to ensure they are accessible to everyone
- Promote wellbeing by emphasising its results, not time spent in the office that counts

### **4. Training and Development**

- Run specific training programmes designed for Analyst – Director level and for Director – Partner level
- Run a mentoring program
- Provide training on bias, inclusion, and harassment
- Work with educational institutions to increase awareness of Alvarium and the FS industry

## **Alvarium's Promise**

To..

- challenge discriminatory assumptions about younger and older people, disabled people, women and men, or the pregnancy or maternity of our employees
- provide any reasonable adjustments to ensure disabled people have access to our employment opportunities and seek to continuously improve upon this
- ensure that people of working age are given equal access to our employment, training, development and promotion opportunities
- challenge and respond swiftly to racism wherever it occurs
- offer equal access for women and men to representation, services, employment and training
- ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.
- promote positive images of lesbians, gay men, bisexuals and transgender people and ensure their needs are taken into accounts
- provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment
- promote positive images of pregnant employees and those on maternity, paternity and/or parental leave and ensure their needs are taken into accounts
- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible and