

Uniphar Group

# Equity, Diversity and Inclusion (ED&I) Policy



# Policy Summary:

**Uniphar Group's ED&I Policy and the Group Policies supporting it, define behavioural standards for everyone who works for us, in all business areas, in every function, geography and role. We all have a responsibility to follow this Uniphar Group ED&I policy and the policies underpinning it.**

Throughout this document reference is made to policy documents below:

- ▶ Equality policy
- ▶ Dignity at Work policy
- ▶ Grievance Policy
- ▶ Disciplinary policy

## 1 Introduction

Uniphar Group is an equal opportunities employer committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion in our workplaces across the globe.

Our people are our most valuable asset. The aim is for our workforce to be truly representative of all sections of society and for each employee to feel respected and able to give their best. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well. We embrace and encourage our employees' differences that make our employees unique.

The following policy applies to all existing and potential employees, temporary workers and external contractors, management of Uniphar Group, customers, and business contacts, both in the workplace and at work associated events such as meetings, conferences, and work-related social events, whether on the premises or off-site.

## 2 Objectives of this Policy

- ▶ To provide equality, fairness, and respect for all in our employment, whether temporary, part-time, or full-time
- ▶ To not unlawfully discriminate under the Employment Equality Act 1998 to 2015 (Ire) - part of the EU Employment Equality directive, The Equality Act 2010 (UK) and the Equal Pay Act 1963 and Lilly Ledbetter Fair Play Act of 2009 (US)
- ▶ To oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training, or other developmental opportunities.

### 3 Commitment

Uniphar Group is committed to:

- ▶ Treating all existing and potential employees, customers, and business contacts equally and with dignity
- ▶ Encouraging equity, diversity, and inclusion in the workplace
- ▶ Ensuring that no job applicant, employee, customer, or business associate receives less favourable treatment on any of the grounds for discrimination based on local definitions
- ▶ Creating a working environment free of bullying, harassment, victimisation, and unlawful discrimination
- ▶ Promoting dignity and respect for all, and where individual differences and the contributions are recognised and valued.
- ▶ This commitment includes educating managers and all other employees, temporary workers and contractors about their roles and responsibilities under the Equity, Diversity and Inclusion policy.

### 4 Dignity and Respect at Work

All employees, temporary workers and contractors have the right to work in an environment that is free from sexual harassment, harassment and bullying and where everyone is respected.

All employees, temporary workers and contractors should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against fellow colleagues, customers, suppliers and the public. Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Details of the organisation's grievance and disciplinary policies and procedures can be found locally via the HR teams. This includes with whom an employee should raise a grievance.

More information can be found in our Dignity at Work Policy. Please contact your local HR team who can provide you with a copy of this policy.

## 5 Roles and Responsibilities

- ▶ All employees, temporary workers and contractors within the Uniphar Group have a role under the ED&I Policy, in that they are responsible for their own behaviour but also responsible for ensuring that they carry out their role in line with this policy.

Individuals therefore are:

- ▶ Responsible for making themselves aware of the Group ED&I Policy.
- ▶ Responsible for their behaviour and expected to treat others with dignity and respect and to challenge inappropriate behaviour or discrimination.
- ▶ Responsible for their compliance with the ED&I Policy – non-compliance may result in complaints under the ED&I Policy or other relevant policies and potential disciplinary action.

The Uniphar Management Team will ensure that:

- ▶ They take a leadership role in all Uniphar equity, diversity and inclusion related matters.
- ▶ There is strong sponsorship and leadership on equity, diversity and inclusion at all levels of the Uniphar Group.
- ▶ Employees, temporary workers and contractors and visitors are treated fairly. The Uniphar Group will take prompt action over alleged discrimination or harassment.
- ▶ There is a commitment to developing ED&I training, tools, and resources to support managers and employees

Should you experience or observe unwanted conduct or a violation of our Group ED&I Policy we strongly encourage you to discuss this in confidence with your direct line manager or HR representative for guidance on resolution.



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<b>Title</b>	Uniphar Group Equity, Diversity and Inclusion (ED&I) Policy
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<b>Date Effective</b>	1st November 2021
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<b>Sponsor</b>	Board of Management
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<b>Content Owner</b>	Chief People Officer
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<b>Author(s)</b>	Uniphar Group HR Team
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<b>Applies to</b>	Uniphar Group Employees
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