

HR13 - Equality and Diversity Policy

1. Introduction

At Infomentum Ltd, we acknowledge that diversity, equality, and inclusion (DEI) are crucial to both our company's success and the fulfilment of your commitment to equality of opportunity. We define diversity as embracing the different backgrounds, experiences, and perspectives that each person brings, Equality means ensuring fair treatment and opportunities for all, recognising that different individuals may need different support to succeed. Inclusion is about creating a culture where everyone feels valued, respected, and empowered to contribute fully, regardless of their identity or background. Just as we connect systems and automate processes to future-proof organisations, we believe in integrating people—not just technology—into our vision for a truly connected and inclusive workplace. Being a company that thrives on innovation and collaboration, enables us to be dedicated to forming a workspace in which every individual is respected, valued, and provided equal opportunities to succeed.

Purpose:

This policy outlines the principles and practises that must be strictly adhered to by every employee to ensure our workspace remains inclusive, fair and supportive. We firmly believe that nurturing a culture of inclusion enhances our collective ability to innovate, perform and grow. Any breaches of this policy will be investigated and may result in disciplinary action, as we hold ourselves accountable to the highest standards of respect, fairness, and integrity.

Scope and Accountability:

This DEI policy applies to all employees, departments, and functions within Infomentum, regardless of role or seniority. From leadership and management teams to individual contributors, everyone has a responsibility to act in accordance with these principles. The policy also extends to contractors, partners, and any third parties representing Infomentum. The Human Resources (HR) department, in collaboration with senior management, is responsible for the implementation, monitoring, and ongoing review of this policy. HR will ensure that DEI initiatives are aligned with company goals and that any reported issues or breaches are promptly investigated and addressed. Regular training, assessments, and updates will be conducted to reinforce our commitment to DEI across the organisation.

2. Equal Opportunities:

At Infomentum, we are committed to ensuring that all individuals have equal access to opportunities, regardless of their race, colour, creed, religion, gender, marital status, disability, or any other characteristic protected by law. We recognise the importance of eliminating any form of discrimination throughout our recruitment processes and in the provision of opportunities within the company.

Our HR team plays a pivotal role in upholding this commitment by implementing fair and transparent hiring practices, promoting equitable career development opportunities, and regularly reviewing our policies to ensure compliance with the latest legal frameworks. To support this, we have measures in place such as unbiased recruitment processes, structured interviews, and regular DEI training for hiring managers. We also actively monitor representation within our teams and address any potential disparities.

Gender equality is a key focus at Infomentum, particularly in promoting initiatives like “Women in Tech” to ensure that female employees are supported and empowered within a traditionally male-dominated field. We encourage diverse voices in leadership roles and are dedicated to creating an inclusive environment where everyone, regardless of gender, can thrive in their careers. By consistently evaluating and improving our approach, Infomentum is dedicated to maintaining a workplace where equality is not just a principle but a practice embedded in everything we do.

3. Diversity

At Infomentum, diversity surpasses merely acknowledging differences- rather it is about sincerely embracing and harnessing them to drive innovation and growth. We’re certain that diversity of thought, backgrounds, experiences, and skills fosters a culture of creativity, communication, and continuous learning. Our commitment to diversity encompasses, but is not limited to, race, gender, national origin, ethnicity, religion, sexual orientation, disability, age, marital status, parental status, socioeconomic status, veteran status, and neurodiversity.

We are dedicated to pursue a workplace where all individuals, irrespective of their background or identity, feel respected, safe, and empowered to contribute entirely. To achieve this, we maintain a safe working environment by taking strict action against any inappropriate workplace behaviours that include discrimination, bullying and victimisation. Our organisational culture values diversity and tolerance by thriving and offering flexible work arrangements that attends to the needs of our diverse workforce.

Diversity does not just end at visible traits- it comprises mental health, gender equality, respect for LGBT+ rights, inclusion of people with disabilities, and multiculturalism. We are devoted to fostering an environment where all employees can progress positively, supported by our initiatives in employee well-being and continuous professional growth.

At Infomentum, we are aware of the importance of reflecting the diversity of our customers and markets within our workforce. This diverse mix of perspectives and capabilities positions us to better anticipate and meet the needs of our clients, delivering high-quality products and services that resonate with a wide array of audiences. We firmly believe that embracing diversity makes us more creative, adaptable, and competitive.

Furthermore, as part of our vision, we encourage and nurture the careers of women in technology, advocate for sustainability, and prioritise the well-being of our team members. Our commitment to diversity is an integral part of our long-term strategy for innovation, business success, and positive societal impact.

4. General Statement of Policy & Career Development

At Infomentum, we’re dedicated to making sure that no employee or potential employee experiences discrimination or disadvantage due to factors like ethnicity, gender, age, or background. Promotions and career advancement are granted solely based on merit, performance, and contribution. We actively work to create an environment where every employee, without exception, have fair access to chances for development and promotion.

Because our managers are taught to assess colleagues impartially, promotions and recognition are contingent only on contributions and accomplishments in the workplace. By following these guidelines, we hope to establish a setting where each person is free to realise their greatest potential.

5. The Policy Statement

Infomentum fosters a culture of Diversity, equality and inclusivity, integrating more than just software but also people, creating a unified path for employees from around the world, regardless of their pace, perspective or pursuit. This is how we make change work. The Management of Infomentum Ltd recognises that people are discriminated against and will make every effort to ensure they will not unreasonably exclude any individual from access to any activities, goods, facilities or services, or any employment opportunities, that they offer.

6. What we Expect from our Employees

While the responsibility for creating and upholding a culture of diversity, equity, and inclusion (DEI) rests with the company, its success depends on every employee actively participating. Each employee has responsibilities in fostering an inclusive environment, and the following expectations apply to all:

- › Every employee is expected to comply with all measures introduced to promote equality of opportunity and prevent discrimination. Appropriate diversity training will be provided to raise awareness about these issues and develop inclusive behaviours and management skills. All employees are expected to be familiar with Infomentum's DEI policies and share in the responsibility of upholding them.
- › Employees must respect the dignity and diversity of all people by creating an inclusive environment free from discrimination, harassment, and bullying. This includes being mindful of unconscious bias and how it can hinder collaboration and inclusivity.
- › Individuals responsible for managing others are expected to apply processes related to training, career advancement, performance management, and other employment decisions without bias or discrimination.
- › All employees are encouraged to be conscious of their actions and practice active inclusion. This involves listening to diverse perspectives, collaborating effectively, and fostering a culture of respect and belonging.
- › Employees should not induce or attempt to induce others, including management or trade unions, to discriminate. Any behavior that is inconsistent with our DEI principles should be reported, and employees are encouraged to bring any concerns to the attention of the HR team, a member of the DEI committee, or relevant leadership.
- › Employees must not victimise or retaliate against anyone who raises concerns or provides information about discrimination or harassment. We expect all employees to support colleagues who experience such issues and to role-model inclusive and respectful behavior in all work-related activities.
- › If an employee notices that a section of the DEI policy is not being upheld, they should immediately bring it to the attention of the HR team or a member of the DEI committee. Creating a safe and respectful work environment is a shared responsibility.
- › Employees are encouraged to contribute to DEI initiatives, suggest improvements, and be vigilant in maintaining the principles outlined in this policy.

By adhering to these guidelines, each employee helps ensure that Infomentum remains an inclusive, equitable, and welcoming place for everyone.

7. Publicising and Advertising Vacancies

All vacancies shall first be advertised internally in the first instance; if no internal candidate is appointed then the post shall be advertised externally.

All recruitment material and processes, including advertisements will be available, or be offered, in a variety of media that reflects the basic requirements of the post. Use shall be made of local media, job centres and careers offices.

Potential applicants shall be given clear and accurate information about posts through a job description and person specification that includes only requirements that are necessary and justifiable for the effective performance for the job.

Advertisements in printed media shall adhere to clear print guidelines.

All recruitment advertisements shall draw attention to the Company's Equal Employment Opportunity Policy, its status as a disability Symbol user, and that any applicant for a post who wishes to declare that they have a disability and who satisfies the job description and person specification will be offered an interview.

8. Recruitment

Recruitment practice and procedures shall be as open and as barrier free as possible

Application forms and other supporting material shall be free of personal questions or requests for information from which inferences could be drawn as to the status of an individual that are irrelevant to the job description.

Selection criteria shall be kept under review to ensure that they are justifiable for the effective execution of the job.

More than one person shall be involved in short listing and selection for interview, and all involved shall have received training in equality and diversity.

Assessment Centres shall be conducted on an objective basis and shall deal only with the applicant's suitability for the job and ability to meet the job requirements.

Questions and selection tests shall relate to the requirements of the job and shall be carried out by staff trained in carrying out the tests and the assessment of results.

No applicant shall be disadvantaged by an interview's timing, location or facilities.

Reasons for selection or rejection of applicants shall be recorded.

All applications shall be subject to confidential monitoring system using only the approved form.

Any applicant for a post who wishes to declare that they have a disability and who satisfies the job description and person specification will be offered an interview. A statement to this effect shall appear in recruitment material and any advertisement.

9. Training

The Company's policy of equality extends to training; this covers its general training programme and training in disability awareness and equality and diversity training.

Each employee has the right to expect not to be unreasonably discriminated against, either directly or indirectly, in the opportunities to be trained, in how it is provided, where it is provided and through what medium.

All new employees shall receive induction training within one month of starting work to give them a good understanding of the organisation and its policies and practices. Regular and appropriate training will be provided to all staff to enable them to perform their jobs effectively and to ensure that they have the best opportunities for advancement. Where relocation or redeployment is being considered, re-training will be discussed with the individual concerned and if found to be necessary and appropriate will be agreed in advance of any decision being taken.

All staff involved in selection or interviewing shall be trained to ensure that appointments are made on an objective basis. Personnel involved in management, selection and dealing with the public shall be trained and receive guidance in the law, best practice and organisational policy, their own personal responsibilities and corporate liability under the law and the nature and effect of both reasonable and unreasonable discrimination.

10. Terms and Conditions of Employment

The Company complies with the Equal Pay Acts and is committed to ensuring that they do not unreasonably discriminate against any individual in the terms and conditions, both contractual and implied, within which they offer and provide employment.

Staff facilities and services shall be equally available to all employees and where, for reasons of space and cost, this is not being achieved, reasonable alterations will be made.

Contracts and Terms and Conditions of employment shall be made available in a variety of media and positive consideration will always be given to requests for them in other formats.

11. Monitoring

The Diversity & Equality Specialist Advisor is responsible for monitoring the effective implementation of the Equality & Diversity Policy with overall responsibility for its implementation and supervision remaining with the Company.

All aspects of Personnel policies and procedures shall be kept under review.

Employees are entitled to access, check, correct and up-date their own record of these details. Otherwise access to this Information shall be restricted and controlled by the Human Resources Team

12. Relevant Legislation

The Company will implement its Equality and Diversity Policy in accordance with current legislation and codes of practice including:

- › Equal Pay Act 1970
- › Sex Discrimination Act 1975
- › Race Relations act 1976
- › Disability Discrimination Act 1995
- › Employment Rights Act 1996
- › Race Relations (Amendment) Regulations 2000
- › Employment Act 2002
- › Race Relations Act 1976 (Amendment) regulations 2003
- › Religion or Belief Regulations 2003
- › Sexual Orientation Regulations 2003
- › Age Discrimination Regulations 2006
- › Modern Slavery Act 2015

Further information can be obtained by contacting us on 0203 743 8014.

13. Contacts

If you have any comments regarding Infomentum Ltd commitment to its Equality and Diversity Policy please feel free to contact:

Email: enquiries@infomentum.co.uk

Write to: Infomentum Ltd
4th Floor
68 King William Street
London
EC4N 7HR