

Shift Left's Diversity, Equity and Inclusion Policy

Shift Left is dedicated to encouraging a supportive and inclusive culture amongst our whole workforce. It is in our best interest to promote diversity and eliminate discrimination in the workplace.

This policy reinforces our commitment to providing equality and fairness to all in our employment and supply chain as we are opposed to all forms of unlawful and unfair discrimination.

Aims

Our aim is to ensure that all employees and job applicants are given equal opportunity and that our organisation is representative of all sections of society.

Shift Left Group:

- Recognise that in our society power is not held equally and that groups and individuals have been and continue to be discriminated against on many grounds including:
 - Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race
 - Religion or belief
 - Sex
 - Sexual orientation
- Acknowledges that if direct or indirect discrimination occurs, it is both morally and legally unacceptable and we will act upon it immediately.
- Recognises that the purpose of this policy is to set out clearly and fully the positive action Shift Left Group will take to combat direct and indirect discrimination in the organisation, in the services it provides and in its relationships with its employees, associates, clients, partners and wider eco-system.
- Have made an unequivocal commitment to implementing this policy, to ensure that equal opportunity is maintained at all times for everyone.
- Believe that by building a diverse and inclusive business that we can harness different viewpoints to solve problems and generally be more innovative.
- Want all of the people involved in our business to feel comfortable in bring their whole selves to work without fear of discrimination.

Code of Practice

Shift Left Group provides quality focused IT related services and will:

- Ensure that all company opportunities are visible, open and welcoming to everybody who is entitled to work with our clients or internally.
- Aim to make placements accessible to people with disabilities – e.g. work with our clients to identify and improve accessibility issues.

- Provide inclusive environments at all our activities and meetings, to encourage and welcome employee and associate participation.
- Aim to use focused training opportunities and coaching to help our consultants better understand how discrimination occurs and how to prevent it.
- Inform all employees that this policy is in operation and that they are obligated to comply with its requirements and promote fairness in the workplace
- Ensure that consultants who have experienced discrimination can make complaints to their line manager or on-site lead, if they are unable to resolve the complaint, it will be referred to the Group Board.

Code of Conduct

- All employees and associates, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect.
- When Shift Left selects candidates for employment, promotion, training, or any other benefit, it will be on the basis of their aptitude and ability.
- All employees will be given help and encouragement to develop their full potential and utilise their unique talents.
- People will be treated with dignity and respect regardless of race, nationality, gender, sexual orientation, gender identity, disability or age.
- At all times people's feelings will be valued and respected. Language or humour that people may find offensive will not be used, e.g. sexist or racist jokes or terminology which is derogatory to someone with a disability.
- No one will be harassed, abused or intimidated on the ground of their race, nationality, gender, sexual orientation, marital status, gender reassignment, disability or age.
- Any incidents of harassment will be taken seriously.

Labour Laws and Conventions

Shift Left always ensures that the working conditions provided for our employees and associates and by our business partners for their staff adhere to the labour laws of the UK. This ensures the basic rights of all the people in our supply chain and has the added benefit of ensuring that we meet or exceed the conditions to meet the 8 fundamental conventions of the International Labour Organisation as listed in the table below.

ILO Fundamental Convention
Freedom of Association and Protection of the Right to Organise
Right to Organise and Collective Bargaining
Forced Labour
Abolition of Forced Labour
Minimum Age Convention
Worst Forms of Child Labour
Equal Remuneration Convention
Discrimination (Employment and Occupation)

Even though not all of the countries that form part of our supply chain have ratified all of these conventions (notably India has not ratified the first two covenants in the table above),

our supplier assessment process ensures that our suppliers adhere to the required conventions.

In accordance with the good governance of our Company any "anti-union discrimination" (eg inhibiting freedom of association, preventing collective bargaining) is banned and any suggestions of such activities are investigated rigorously and appropriate actions taken : all as necessary, to accord with maintaining the associated fundamental rights adopted by the International Labour Conference in 1998.

Furthermore, Shift Left will not entertain any idea of modern slavery or child labour at any point in our supply chain.

Living Wage

The real Living Wage is based on the cost of living and is voluntarily paid by nearly 9,000 UK employers believe we all need a wage that meets our everyday needs.

Shift Left has joined the living wage foundation (<https://www.livingwage.org.uk/>) and encourages all members of our supply chain to make similar commitments in their own countries. Our commitment means that we will not pay anyone working for Shift Left in the UK less than £9.90 per hour in the majority of the country and in London we will not pay anyone working for Shift Left less than £11.05 per hour.

Prompt Payment Code

The Prompt Payment Code (PPC) was created by the UK government in 2008 in response to a call from businesses for a change in payment culture. It established a set of principles for businesses when dealing with and paying their suppliers that commit them to paying on time and fairly.

Shift Left has signed the prompt payment code and is fully committed to paying our suppliers within 30 days of receiving an invoice.

Armed Forces Covenant

The Armed Forces Covenant is a promise by the nation ensuring that those who serve or who have served in the armed forces, and their families, are treated fairly (<https://www.armedforcescovenant.gov.uk/>). Shift Left has made the Armed Forces Covenant pledge to support the armed forces and veterans.

Shift Left has provided work for many ex-services people and will continue to promote the fact that we are an armed forces friendly business.

Dealing with Complaints

Shift Left Group will:

- Treat complaints of discrimination and harassment seriously.
- Investigate complaints thoroughly and provide opportunities for the person making the complaint to speak in a safe environment about their experience.
- Hear the individual's point of view should a complaint be made against them.
- Decide the action and/or corrective measures to be taken based on the principle of ensuring the continued inclusion and safety of any member who has experienced discrimination or harassment.

Any decision to terminate or discipline those that breach this policy will be made in line with the terms set out in their contract.

Review

This policy will be monitored and reviewed on a regular basis to ensure that diversity, equity and inclusion is continually promoted in the workplace.

This procedure has been agreed by the Shift Left board and is signed below.

Signed:

David Rigler

David Rigler
Managing Director
6th July 2023