



DIVERSITY AND INCLUSION POLICY

POLICY GOVERNANCE

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Applicable: **This Policy is applicable to all colleagues globally**
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INTRODUCTION

Informa is at its best and most successful when colleagues can be themselves at work, develop their skills and make a contribution, no matter who they are, where they are located and in what team they work.

Our Diversity and Inclusion Policy builds on a foundation of equality and anti-discrimination legislation and outlines our commitment to comply with legal requirements and to endeavour to exemplify best practice.

KEY PRINCIPLES

We are all responsible for developing and maintaining a culture of equity, dignity and respect throughout the organisation. We should:

- Read, and act in accordance with this Diversity and Inclusion policy
- Support all colleagues, regardless of race/ethnicity, age, disability, gender or gender reassignment, marital status, sexual orientation, religion/belief or other characteristics protected by law in the jurisdictions in which we operate
- Understand and fulfil our legal obligations, and seek to prevent all forms of unlawful discrimination
- Report all forms of discrimination to HR or via Speak Up, whether witnessed or experienced, to enable them to be dealt with promptly and effectively
- Use best practice in our recruitment and employment processes to ensure that we access and support the best range of talent and experience available to us
- Ensure that our contractors, agents, suppliers and all those acting on our behalf are aware of the content of this Policy and their own legal, regulatory and contractual obligations.

DIVERSITY & INCLUSION POLICY STATEMENT

Informa is an international people business. The ideas, energy, participation and ambition of each Colleague are what creates and develops our content, products and services, connects customers and communities across the world and helps individual Brands, Divisions and the Group to grow.

To support and enable this, Informa has the following key commitments.

We aim to maintain a working environment that is welcoming and stimulating, enjoyable and rewarding, and which combines a level of personal freedom with opportunities to participate and exchange views and ideas.

Informa aims to attract and retain a diverse range of talent. We recognise the value that differences bring, including difference of gender, age, race, nationality, social background, professional and personal experiences and preferences. Having a breadth of skills and experiences is both an essential business need and, we believe, the only right way to operate.

These commitments inform all aspects of how Informa operates, from recruiting, developing, promoting and retaining colleagues, the opportunities and forums on offer, and how we go to market.

CONTEXT

This Diversity and Inclusion Policy and the processes that support it have been implemented to create a fully inclusive working environment, free from unlawful and unfair discrimination that is a barrier to equality, diversity, inclusion and human rights.

We do not discriminate on the basis of the following protected characteristics:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

The Group complies with the laws of the jurisdictions where it operates, including the UK Equality Act 2010 and the laws enforced by the US Equal Employment Opportunity Commission.

Penalties for breaching anti-discrimination legislation vary by jurisdiction. In many locations, financial settlements awarded by the courts are uncapped and can be substantial, depending on the circumstances of the case. In addition, if a company seems to tolerate such incidents of unacceptable behaviour, this can cause significant reputational damage.

FORMS OF DISCRIMINATION

Discrimination can take many forms including, but not limited to:

DIRECT DISCRIMINATION

Direct discrimination occurs when an individual is treated less favourably than another because of a protected characteristic they have or are thought to have (discrimination by perception).

DISCRIMINATION BY ASSOCIATION

This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

INDIRECT DISCRIMINATION

Indirect discrimination occurs when a condition, rule, policy or practice applies to everyone but particularly disadvantages people who share a protected characteristic.

HARASSMENT

Harassment includes unwanted conduct related to a protected characteristic which has the purpose or effect of violating someone's dignity or which creates a hostile, degrading, humiliating or offensive environment for someone with a protected characteristic.

VICTIMISATION

Victimisation is where someone is treated less favourably because they have made a complaint about discrimination or harassment or have given evidence relating to a complaint.

Informa has **zero tolerance** towards any form of discrimination or retaliation against anyone for raising concerns or reporting what they genuinely believe to be improper, unethical or inappropriate behaviour.

APPLICATION OF THE POLICY

Colleagues and potential colleagues should feel confident that the decisions and interactions that impact their careers are based solely on relevant qualifications and merit, without regard to race, gender, gender expression, gender identity, sexual orientation, religion, national origin, age, marital status, pregnancy, parental status, physical or mental disability, or other characteristics protected by law.

RECRUITMENT

All recruiting activities will be carried out in line with Informa's Recommended Recruitment Practices.

- Recruitment advertising will encourage applications from all sectors of the community, reflecting Informa's commitment to diversity and inclusion
- Recruitment advertising will appear in publications and social media appropriate to the audience capable of producing the best candidates
- Job descriptions, person specifications and recruitment advertisements will be written on the basis of the essential and justifiable requirements of the position
- Shortlisting, appointment and rejection decisions will be transparent and justifiable and will be supported by verbal and written comments.

TERMS AND CONDITIONS OF EMPLOYMENT

All working arrangements such as working hours, leave, benefits and other conditions of employment will not unlawfully discriminate against any colleague in a way that cannot be justified.

Where we can, we will endeavour to provide facilities and working arrangements which take into account the specific needs of colleagues who have any of the protected characteristics.

PROMOTIONS

All promotions criteria and procedures will be free from prejudice and must be applied equitably and consistently.

COLLEAGUE DEVELOPMENT

All colleagues will have equal access to induction, personal and career development opportunities and facilities.

PERFORMANCE MANAGEMENT

Probation and performance management procedures will be clear and transparent and will be applied fairly across all colleagues.

DISCIPLINE AND GRIEVANCE

Disciplinary and Grievance Procedures will be applied fairly and transparently for all colleagues. Allegations of discrimination, harassment or inappropriate behaviour will be dealt with under the appropriate disciplinary procedures for colleagues.

RESPONSIBILITY

INFORMA

The Group has a legal responsibility to demonstrate that it treats all groups of colleagues fairly in its employment practices. This includes promoting good relationships between different groups of colleagues and ensuring equality of opportunity.

It is the responsibility of all colleagues, whether employed on a full time or part-time basis, on a permanent or temporary contract, to put this Policy into practice. We are all responsible for providing a comfortable working environment, free from harassment and bullying, where every colleague is treated with dignity and respect. Every colleague should actively encourage non-discriminatory practices and challenge any incidences of behaviour that fail to comply with this Policy.

There is a requirement to ensure that clients, customers, partners and suppliers are aware of this Policy and operate within it as appropriate.

MANAGERS AND MANAGEMENT TEAMS

Managers and Management Teams have particular responsibility for:

- Ensuring that all colleagues receive the appropriate diversity and inclusion training
- Ensuring that selection and appointment procedures, performance management processes, colleague development opportunities and disciplinary and grievance processes are fairly and consistently applied to all colleagues
- Treating all applications for flexible working patterns on a fair and equitable basis and providing reasonable and objective reasons if such requests are refused
- Ensuring that diversity and inclusion issues are considered as part of Informa's planning processes.

HUMAN RESOURCES

Human Resources are responsible for:

- Ensuring the incorporation of this Policy's principles into all other Group Policies and Procedures
- Providing appropriate diversity and inclusion training for all colleagues
- Investigating all matters of alleged discrimination, harassment and inappropriate behaviour promptly and thoroughly, with the support of Legal and Compliance as required
- Supporting managers in implementing this Policy
- Ensuring that recruitment advertising, selection and appointment procedures, performance management processes and disciplinary grievance processes are fair and transparent and are consistently applied
- Producing and publishing equality and diversity data as required.

REPORT & RECORD

A colleague who believes they have suffered from or witnessed bullying or harassment should speak to a line manager, HR or Group Compliance as soon as they can, or make a report in confidence through Speak Up.

To assist with any subsequent investigation, we recommend that any colleague who believes they have suffered or witnessed such things should keep a record of the details outlined below for each incident and should ensure that such a record is made as soon as possible after the event:

- Date
- Time
- Place
- Name of harasser
- Details of what actually happened
- Details of how the victim felt at the time
- Name(s) of any (other) witness/witnesses
- Action taken and whether reported to management/any third parties
- Any correspondence relating to the incidents and subsequent communications.

POLICY FRAMEWORK AND SUPPORT

POLICY FRAMEWORK

Informa's Code of Conduct which provides the framework to all Informa's Global Policies, supports the achievement of an organisational culture free from unfair bias, discrimination and harassment.

COMMUNICATION

This Policy will normally be available on Portal and will also be available, if requested from HR, in different formats, (e.g. large print, audio recording, or in braille).

This Policy will be included in colleague induction/new starter processes.

POLICY REVIEW

This Policy will be reviewed regularly to ensure it remains in line with legislation and the Group's organisational principles.

SPEAK UP

Informa is committed to ensuring that colleagues can speak up with confidence if they have any concerns or need to ask for help.

If any of us observes or suspects something improper, unethical or inappropriate, we all have an obligation to speak up. In the first instance, you should raise your concerns with:

- your line manager
- HR
- Group Compliance.

If you would feel more comfortable talking to someone else, you can report your concerns in confidence through our whistleblower line, **Speak Up**, which is operated by an external third party provider, Navex. You can make a report in your own language either via their website, or telephone line:

- www.informaspeakup.ethicspoint.com
- international number: +44 (0)808-234-7287

For local telephone numbers for other countries, please visit the Speak Up website.

ZERO RETALIATION

Informa will not tolerate retaliation in any form against anyone for raising concerns or reporting what they genuinely believe to be improper, unethical or inappropriate behaviour. All reports will be treated confidentially.