



Human Rights, Equal Opportunities & Anti-Harassment Policy

Purpose – Our Non-Discrimination Statement

GAIA Insights is an equal opportunity employer who fosters diversity and inclusion in the workplace. This policy is designed to outline GAIA Insights' vision and commitment regarding how we treat people. We value each other and respect each other's human rights as articulated in the Universal Declaration of Human Rights, which we are committed to delivering in its entirety: www.un.org/en/about-us/universal-declaration-of-human-rights. We explicitly recognize the UN Guiding Principles on Business and Human Rights: www.ohchr.org/sites/default/files/Documents/Publications/GuidingPrinciplesBusinessHR_EN.pdf

Everyone at GAIA Insights has a specific responsibility for championing equal opportunities internally and externally with key partners and stakeholders. We also encourage our team members to embark on their personal journey to Allyship, to continuously explore their own biases and to keep learning about how we can create a workplace that is equal, equitable and inclusive for all. At the same time, everyone has a moral and legal duty not to discriminate or subject anyone to harassment, victimization or bullying.

Equality and Diversity at GAIA Insights

We aspire to have a diverse, inclusive and vibrant community that reflects the world we live and operate in and of which we are an integral part. Diversity for us means attracting and retaining staff from diverse backgrounds to create the best possible workforce and work environment, and so that we have a deep understanding of our wider ecosystem – our clients, partners and participants. We explicitly acknowledge the rights of indigenous peoples around the world.

We aim to ensure that all GAIA Insights team members are selected, trained, paid, promoted or deployed solely on the strength of their ability, skills, and merit. They shall not be discriminated against or harassed whilst a member of our team or in connection to our employment after it has ended.

We apply this policy by managing and monitoring the decisions and processes we have in place for recruiting, retaining, rewarding and developing our people and by actively creating and promoting an environment where diversity and inclusion are valued.



Scope

This policy protects all team members. Part-time or fixed-term workers are not to be treated any less favorably. We aim to ensure that we do not discriminate directly, indirectly or by association, nor do we condone such discrimination, on the grounds of the following non-exhaustive characteristics:

- age
- culture
- education
- ethnicity
- gender identity
- health
- marital or civil partnership status
- neurodiversity
- physical and cognitive disability
- pregnancy and parental status
- race
- religion or belief
- sexual orientation
- socioeconomic status

While it is human to have biases and to make judgments, it is important that we know our biases and that we do not use them to oppress, marginalize, stereotype and discriminate others. We encourage open dialogue to continuously work on raising our awareness around unconscious bias.

Provision

Rather than treating everyone equally, we aim for equity. Yet we are human and we may fail in our efforts. If at any point you feel that you are being put at a disadvantage in relation to other team members, for example you are a person with a disability and you feel that you are being put at a disadvantage in relation to able bodied team members, please raise this as soon as possible with the GAIA Insights HR team. There may be reasonable adjustments that the company can make which would allow you to operate without disadvantage.

Complaint

Everyone is responsible for ensuring that we have a working environment free from harassment, discrimination, victimization and bullying. If you feel that you have suffered from harassment, discrimination, bullying or victimization, or if you believe that any team member, client or third party has discriminated against you, victimized, or bullied you, you should first seek to resolve the matter informally, if you are comfortable doing so.

If this fails to resolve the situation or if you are not comfortable taking an informal route, you have the options to apply either the Tension Handling Flow or the GAIA Insights Grievance Procedure, both of which are publicly available to all team members. Whichever is the appropriate route to take depends on the circumstances and is up to you.

If an investigation takes place as a result of the allegations made, those investigating the complaint will be sensitive to the needs and feelings of those involved and will be sure to treat everyone concerned with respect. They will do everything they can to make sure that the complaint is resolved quickly, and that appropriate time limits are set for dealing with the complaint.



All information relating to the complaint will be handled in strict confidence and disclosed only to those people who need to know for the purposes of investigating and resolving the complaint or taking disciplinary measures. However, you must understand that in order to make sure that it is as thorough as possible, any investigation may need to reveal your identity as the complainant, for example, to witnesses. However, consideration will be given to the need for your identity as a complainant to be kept confidential. Where it is considered both appropriate and reasonable, your identity may be withheld from the person, who is the subject to the complaint and others. It is worth noting however, that we may later have to disclose details of the individuals involved in any such complaint, and information relating to the investigation (and any subsequent complaint or disciplinary proceedings) as part of any related employment tribunal proceedings.

If you have any questions, suggestions or recommendation on how to approach this subject in the GAIA Insights workplace, don't hesitate to contact our People & Culture team.