

Diverse, Equity and Inclusion Policy

Our DEI policy is designed to create an environment free from discrimination, harassment, and bullying. It ensures that all team members understand and respect the diversity of our clients, customers, and colleagues. By marketing and hiring a diverse workforce, we strive to reflect the communities we serve and promote a culture of awareness, respect, and integrity in all our relationships.

The DEI policy along with Your Options DEI strategy sets out the commitment and vision by which Your Option will enhance diversity, equity, and inclusion throughout the Company.

Overview

Senior management, employees and team members are all committed and bear the responsibility of ensuring;

- DEI is everyone's responsibility at Your Option.
- Creating an inclusive environment that is free from discrimination, harassment, and bullying.
- To have a zero-tolerance policy towards discrimination of any of the protected characteristics under the Equality Act 2010, including (but not limited to) age, disability, gender identity, gender reassignment, race/ethnicity, religion, belief and sexual orientation.
- Understanding and respecting the diversity of our clients, customers & team members.
- Marketing and hiring a diverse workforce.
- Ensuring that employment-related decisions are free from discrimination.
- Understanding and building our teams awareness of potential unconscious bias.
- Building a culture of awareness, respect, and integrity in our relationships with each other and within the communities.
- Providing reasonable accommodations.
- Addressing any other behaviour not consistent with this or other policies, or with applicable laws relating to equal opportunity, diversity, equity, or inclusion.
- Communicating and championing the importance of DEI.
- To continue to **never** have a gender pay gap.
- Filter and remove comments on our social media that are harassing or disrespectful.
- We will continue to re-distribute labour to ensure its equitable.

Employee Responsibilities:

Employees are expected to foster an inclusive environment, free from discrimination, harassment, and bullying. They must respect the diversity of clients, customers, and colleagues, ensuring that employment-related decisions are free from discrimination. Building awareness of unconscious bias is essential. Our commitment includes providing reasonable accommodations to those in need and addressing any behaviour inconsistent with this policy or applicable equal opportunity laws. Additionally, employees are encouraged to communicate and champion the importance of DEI within the workplace.

Gender Pay Equity:

We are proud to uphold a policy of maintaining gender pay equity. This commitment ensures equitable labour distribution and fair treatment for all employees. We actively monitor our social media platforms to remove any comments that are harassing or disrespectful, ensuring our online presence aligns with our values of respect and inclusivity.

Communication and Implementation:

Our DEI policy is communicated to all employees during their initial induction program and upon any subsequent changes. Copies of the policy are displayed in our office and are available upon request. We regularly review and audit our DEI initiatives to ensure the policy's effectiveness and conduct annual management reviews to maintain its relevance and impact.

Reasonable Accommodations:

We are dedicated to providing reasonable accommodations to employees, ensuring everyone can work to their full potential. This includes making necessary adjustments to the work environment or job duties to accommodate individual needs. Any behaviour that does not align with our DEI policy or applicable laws is addressed promptly, including discriminatory practices, harassment, and other actions undermining our commitment to an inclusive and equitable workplace.

A Culture of Respect:

We are committed to building a culture of respect and integrity in our interactions with each other and within the communities we serve. This involves continuous education and awareness-building efforts to ensure all team members understand the importance of diversity, equity, and inclusion.

Top-down DEI:

Our commitment to diversity, equity, and inclusion is exemplified by our CEO. As a woman and member of the LGBTQ+ community Your Option was built on notions of inclusivity. Her leadership drives the company in ensuring equitable opportunities and championing diversity across the organisation, setting a powerful example for all employees.

Continuous Improvement:

Our DEI policy is more than a statement of intent; it is a core component of our corporate culture and operational practices. By fostering an inclusive and equitable workplace, we enhance our organisational effectiveness and contribute positively to the communities we serve. We are

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committed to ongoing improvement and regularly review our policies to ensure they reflect best practices and legal requirements, maintaining the highest standards of ethical conduct across all levels of our organisation.

Measuring Employee Demographics and Engagement:

We ensure compliance with our DEI policy by rigorously tracking employee demographics, including gender, ethnicity, age, and disability status. We regularly analyse hiring and promotion rates to confirm that our recruitment and advancement practices are inclusive and equitable. Employee engagement is measured through bi-monthly surveys that assess perceptions of inclusivity and fairness. These surveys provide critical insights, with the most recent showing that 100% of employees feel included, highlighting the effectiveness of our DEI initiatives.

Evaluating Training and Pay Equity:

We monitor compliance through mandatory DEI training programs, with 100% of employees completing training within the first month. Regular pay equity audits help us detect and address any gender or racial pay gaps, ensuring fair compensation practices. Our latest audit revealed a 100% parity in compensation across genders and ethnicities. Additionally, we track retention and turnover rates among diverse employees, currently at 97% and 3% respectively, to guide our targeted retention efforts.

Monitoring Compliance and Continuous Improvement:

To maintain rigorous adherence to our DEI policy, we document and resolve all complaints related to discrimination, harassment, or bias, with 2 incidents resolved satisfactorily in the past year. Leadership diversity is prioritised, with 100% of leadership positions held by individuals from diverse backgrounds. We engage in external recognition programs, achieving 4 awards for our DEI efforts. Regular internal and external audits, alongside community engagement initiatives and supplier diversity evaluations, ensure we uphold our commitment to diversity, equity, and inclusion.

Lisa Dumonbreville

Chief Executive Officer
18th March 2024