

# Diversity, Equity & Inclusion Principles

## Overview

Our strategic objectives specifically identify our people as a critical element driving competitive advantage. Therefore, a clear approach to diversity, equity and inclusion is directly in accordance with the culture and values that 4imprint has nurtured over a period of many years.

Essential to our culture is a belief that remarkable teams include a wide range of unique individuals with a variety of experiences, expertise, personalities and points of view. Embracing and applying the many benefits this diversity provides contributes directly to our success as a business.

We also believe that while remarkable teams are made up of unique individuals, these individuals are bound together by a shared mission and a shared set of guiding principles that centre around belonging to and cultivating an environment in which all are connected, supported and valued for who they are and what they bring to the work done by the team.

## Principles

We expect all of our team members to understand and live up to these principles:

- We recognise the importance and the value of a diverse, equitable and inclusive workplace and seek to continuously cultivate and develop our culture accordingly.
- We seek to remove barriers and build community relationships that create opportunities to build and support a diverse team.
- We seek to recruit, develop and promote team members in a fair and objective way based on qualifications, performance, skills and experience. We also seek to identify and remove any obstacles that unnecessarily create roadblocks to opportunity for applicants and teammates.
- We provide equal opportunities in all aspects of employment with 4imprint, and no applicant or team member receives less favourable treatment than others on the grounds of nationality, age, gender, marital or civil partner status, sexual orientation, religion, race, or ethnicity.
- We are committed to working together with team members who are disabled to actively engage in finding reasonable accommodations that enable them to meet the essential responsibilities of their role.
- We aim to support diversity and inclusion awareness within the business through ongoing training programmes and internal communities and resources.
- We do not tolerate discrimination against or harassment of team members, job applicants, clients, customers, suppliers and visitors. Any team member who is found to have engaged in such behaviour will be subject to disciplinary procedures.
- We will observe our **“Golden Rule”**: **treat others as you would wish to be treated yourself, because the way you treat others is the way you are telling them to treat you.** We expect team members to demonstrate this by:
  - Listening with an open mind and heart while acting with dignity.
  - Treating everyone with compassion because we are all humans, each with our own desires for success, happiness and safety as well as unique challenges on any given day.
  - Empowering others because their strength will join yours to make us all stronger.
  - Treating everyone, including yourself, with empathy, kindness and good intentions.

## **Applicability**

These principles apply to 4imprint's operations globally and are intended to complement local statutory provisions to ensure the promotion of diversity and inclusion. We are committed to compliance with all applicable laws, regulations and codes of practice in the markets where we operate. These principles are not intended to prevail over local laws, regulations and codes of practice; if in conflict, local legislation should prevail.