



Diversity and Inclusion

September 2021

Diversity and Inclusion Policy

Overview and Scope of the Policy

IK Partners ("IK" or the "Company") is a European private equity firm. Wherever we operate and across every part of our business, we strive to create an environment that embraces and fosters diversity and inclusion ("D&I"). We believe that valuing D&I is a competitive differentiator, enabling us to achieve our vision to make a difference to our portfolio companies, our investors and to society at large. We want our colleagues to be able to thrive and prosper in their working life, to be free of discrimination and prejudice.

This D&I Policy applies to all members of staff at IK, including employees and other workers such as temporary workers when they act on behalf of IK. It is intended to complement local statutory provisions. The policy will address harassment and bullying, religious or belief and disabilities discrimination as well as D&I in particular detail.

The Chief Executive Officer, with the support of the Partner Group at IK, is responsible for IK's D&I Policy as well as for overseeing implementation. Additionally, the Human Resources function provides on-going support to IK staff on D&I agenda points.

Policy Statements and Requirements

IK embraces and supports our colleagues' differences in age, gender, gender identity or expression, family or marital status, physical, mental and development abilities, race, religion or belief, sexual orientation and other characteristics that make them unique.

Our commitment to D&I aligns with our "People-First" value objective. We strive to build diversity into every level of the organisation and every business area.

D&I is sponsored at the highest levels in the Company and initiatives are applicable – but not limited to – our practices and policies on recruitment, compensation and benefits, professional development and training as well as promotions and the ongoing development of a work environment built on the premise of fairness.



This ensures that:

- Diversity is recognised as a business interest, with every level of the organisation holding responsibility.
- Communication is respectful between all members of staff regardless of title or level.
- Flexible working practices are available where appropriate.
- Insights of diverse groups are sought and welcomed.
- Members of staff, through training initiatives, are aware of their own unconscious and conscious bias with guidance on how to ensure this does not manifest itself at work.

Managers' Responsibilities Under This Policy:

- Implementing this policy is part of the day-to-day management responsibilities.
- Recognising unacceptable behaviour and taking immediate appropriate action.

Staff Member Responsibilities Under This Policy:

- Implementing this policy in the day-to-day work and in their dealings with colleagues and those with whom we do business.
- Notifying a manager or Human Resources of any concerns regarding the conduct of other members of staff.

Equal Opportunity

When recruiting, IK aims to consider candidacy for employment solely on the relevant qualities the candidate would bring to the job position. Equal opportunity extends to all aspects of the employment relationship, including, but not limited to, hiring, promotion, training, working conditions, compensation, and benefits. All such decisions are made by using objective standards based on the individual's qualifications as they relate to a particular job.

Harassment and Bullying**IK defines workplace harassment as:**

Unwanted conduct related to a relevant characteristic, such as age, gender, gender identity or expression, family or marital status, physical, mental and development abilities, race, religion or belief, or sexual orientation, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

IK defines sexual harassment as:

Unwelcome sexual advances. Sexual advances can be physical, verbal or non-verbal. The conduct, if unwelcome and severe or pervasive, creates an intimidating, hostile or offensive working environment.

Examples of sexual harassment:

Inappropriate touching, standing too close, a display of offensive materials, asking for sexual favours, making decisions based on sexual advances being accepted or rejected or making offensive comments about someone's sexual orientation.

IK defines workplace bullying as:

Offensive, intimidating, malicious or insulting behaviour or an abuse or misuse of power through means that undermine, humiliate, denigrate, or injure the recipient.

Examples of harassment or bullying:

Spreading malicious rumours (by word or behaviour), using negative stereotyping, using offensive gestures, threatening, intimidating or hostile acts, unfair treatment, including exclusion, picking on or regularly undermining someone, denying training or promotion opportunities. Bullying and harassment can be face-to-face/verbal/written or electronic.

Religion or Belief

Everyone has a human right to manifest their religion or belief under the European Convention on Human Rights. This means that colleagues have the right to wear particular articles of clothing or symbols to show that they have a particular religion or belief, subject to the laws of the country where they are employed.

IK respects the religious beliefs and practices of all colleagues and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship for the Company's business.

How to request a religious accommodation:

A colleague, whose religious beliefs or practices conflict with his or her job, work schedule or with the standard or practice on dress or appearance, or with other aspects of employment and who seeks a religious accommodation should make a request for the accommodation to his or her immediate manager or to Human Resources. The request should include the type of religious conflict that exists and the employee's suggested accommodation. The request may be made in person or by email. The Company does not offer additional holidays to accommodate religious beliefs.

Physical, Mental or Developmental Disabilities

IK values the contributions of persons with differing abilities. IK aims to ensure that any colleague with a physical, mental or developmental disability is not treated less well or put at a disadvantage for a reason that relates to the disability. A disability means a physical or mental condition which has a long-term impact on the ability to do normal day-to-day activities. We recognise that at some time during the employment a colleague may require a reasonable accommodation to perform the essential function of his or her job.

What an accommodation is:

An accommodation is a modification or an adjustment to a job, the work environment or the way things are usually done, which enable a qualified individual with a disability to perform the essential job function of his/her job or to enjoy equal benefits and privileges of employment.

A reasonable accommodation is one that does not cause an undue hardship to the Company or pose a significant risk to the health or safety of the qualified individual or others.

A qualified individual is a disabled colleague who meets the legitimate skill, experience, education or other requirements of a position that he or she holds or seeks, and who can perform the essential functions of the position with or without reasonable accommodation.

Examples of accommodations include, but are not limited to workplace modifications, altered working hours and specialised equipment. An accommodation may be requested at any time. The Company may request medical information of a disability for verification purposes. If it is necessary to do so, the information will be evaluated confidentially by Human Resources.

How to request a disabilities accommodation:

Requests for accommodations are voluntary and confidential. Requests may be made to Human Resources, in person or by email. The Company will work with the individual colleague to determine whether an accommodation will enable him or her to perform the essential functions of their job. The Company may request additional medical information to determine what reasonable accommodations may be available. Any such information remains confidential and should be provided to Human Resources. If a Disabilities Accommodation is provided, this will be documented in the personnel file.

D&I Training

The Company ensures that all colleagues receive D&I training and an introduction to the D&I Policy as part of the on-boarding induction programme.

How to Report Discrimination for Harassment

In support of this policy, the Company expressly prohibits any form of unlawful or unfair discrimination, harassment or bullying. It is the responsibility of each member of staff to respect the rights of colleagues. Colleagues can report any problems to their manager or to Human Resources. The Company will consider various ways to address a complaint, these may include:

- Disciplinary action
- Changes to workload or ways of working
- Mediation or conflict resolution

The Company monitors the effectiveness of this policy to ensure it is achieving its objectives on an annual basis. Information collected for monitoring purposes is treated as confidential and is not used for any other purpose.



If you have any questions, please contact hr@ikpartners.com

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