

# YOO CAPITAL

Diversity and Inclusion Policy  
2022



Private and confidential

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# 1. Our Commitment to Diversity, Equality, and Inclusion

Yoo Capital recognises that an inclusive and diverse workforce will help us attract and retain the best people from the widest pool of available talent. Furthermore, we believe that diversity improves the quality of decision-making and thus enhances our capacity for expansion and growth.

Inclusion and diversity means valuing an individual regardless of their gender, marital or family status, sexual orientation, gender identity, age, disability status, ethnicity, religious beliefs, cultural background, country of origin, socio-economic background, perspective and experience. We believe an inclusive and diverse business environment encourages a range of perspectives and fosters excellence in the creation of investor value.

Our ethos is based upon dignity and respect in the workplace. We espouse tolerance, accepting that different life experience can bring innovation and opportunity to the firm. We are always open to doing things differently. We do not tolerate discrimination, harassment, vilification or victimisation, whether this is conscious or unconscious.

## **Scope:**

Our policy is applicable to all Employees in our business and applies to all processes relating to employment and training and to any dealings with clients. We all have a role to play in creating an open and tolerant environment at work and commit to building an inclusive workplace where our people can confidently bring their whole selves to work.

This Policy applies across the organisation with the support of Yoo Capital Investors and senior management and encompasses recruitment, pay, promotion, learning and development and other areas of employment at Yoo Capital, with all decisions based on merit.

We encourage and support a culture in which all staff are treated with dignity and respect at all times.

## **Our aim:**

- Develop and promote the best people for the role, noting that can be based on more than just their qualifications and previous experience, but can be about how they enrich our workforce and help us to innovate and grow as a business.
- We need to go further than simply ensuring all applicants and employees receive fair treatment. Some employees need a little more help to achieve their potential than others, this is especially

true for employees with disabilities, where adjustments may need to be made to assessments or work arrangements to level the playing field.

- We work to build and maintain a working environment free from harassment and intimidation.
- Ensure strict adherence to existing and new legislative Acts based on a stated right to equal treatment.
- Deal effectively with any complaints of alleged discrimination and/or harassment, ensuring that they are heard, investigated, and that remedial action is taken wherever necessary.

## 2. Embedding a Diversity and Inclusion culture at Yoo Capital

At Yoo Capital we embrace and build a diverse workforce that brings together the best of multiple generations, cultures, skillsets and thinking.

### **Data**

We collect and analyse data on gender, ethnicity, disability and other characteristics which helps us to identify under-representation in the workplace as a whole and within particular levels. Monitoring helps us with: recruiting; who is progressing; who is leaving the organisation and thereby identifying any gaps in relation to achieving a diverse and inclusive workplace. This provides us with the evidence to inform priorities for action and provides a baseline for measuring progress.

At Yoo Capital, we want to go further with our data. We are working towards distributing an employee engagement survey, to gain an insight into the extent that employees feel they belong. We want to know the views and experiences of our employees of key areas such as training and development opportunities, management behaviour, the appraisal processes, opportunities for promotion, instances of harassment and bullying, and discrimination and then disaggregating where possible, responses by protected characteristics will highlight inequalities, and provide a focus for action.

We want to then be able to communicate this information to our employees.

### **Training at Yoo Capital**

Line managers are responsible for a wide range of matters including allocating work, setting goals and targets, conducting appraisals, managing performance, monitoring sickness absence and dealing with any disciplinary and grievance issues. To avoid any risk of unfair (and possibly discriminatory) treatment, a working knowledge of not only discrimination law, but unconscious bias awareness is crucial to the fair and equal treatment of employees we demand at Yoo Capital.

We are reviewing and aim to offer and deliver training opportunities to cover such topics to managers and where applicable, employees.

### **Gender**

We believe that increasing the proportion of women in leadership is critical to our success. While women continue to be underrepresented at executive and senior management levels, at Yoo Capital we want to ensure progression toward parity in gender representation. We're also focused on retaining talent and increasing the number of women who join Yoo Capital at all levels.

To ensure gender equality at Yoo Capital, we are proud and excited to also be building and evolving in these additional initiatives:

**Family friendly:**

We understand that balancing careers and family can be a tough juggling act. In today's modern tech world, we want to embrace the possibilities of enabling our employees to work flexibly and/or in a hybrid-working way. Yoo Capital have a [Flexible-Working policy](#) and a [Hybrid Working policy](#) that is our hope to enable our employees to feel successful in managing both and removing barriers from promotion and progression!

In addition, we are ensuring that are other Family friendly policies such as [Maternity](#) and [Paternity](#) are competitive and inline with market best practices and enhanced pay.

**Equal pay:**

Yoo Capital are committed to ensuring equal pay for equal work regardless of gender, race, ethnicity, sexual orientation or other personal characteristics. We have a neutral, non-discriminatory approach to determining pay at all levels. This approach includes, for example, defining compensation by specialisation in the local market and strict monitoring around compensation decision-making and approvals.

Every year we review individual salaries and bonuses/benefits with an eye to maintaining internal pay equity, external competitiveness and pay for performance.

**Building a more inclusive talent pipeline:**

We want to ensure we understand the barriers and problems preventing anyone from considering progression within Yoo. We want to encourage all employees to seek feedback, to be open with management about concerns, and we encourage open and frequent conversations about your next steps! It is only then we can work together to find positive solutions.

**Race and Ethnicity:**

Our aim is to dispel negative stereotypes and personal biases about different groups. In addition, cultural diversity helps us recognise and respect "ways of being" that are not necessarily our own. So that as we interact with others we can build bridges to trust, respect, and understanding across cultures.

As part of our planned Employee Engagement survey, we are working to gather voluntary data on employee diversity across different dimensions. We're also looking closely at our people processes to ensure equal treatment of all employees and to avoid any negative impact of biases. Our policies and processes are written in a way that is inclusive of all employees. We encourage employees to talk about race and ethnicity and encourage everyone to share information about their background and experiences, culture and traditions.



## 3. Processes and Policies

All of our policies have been written to be inclusive of all, regardless of who you are and your preferences or beliefs.

We have looked closely at our processes to ensure equal treatment of all employees and to avoid any negative impact of biases. A commitment to inclusiveness is therefore fundamental to our organisational performance and part of our [Code of Conduct](#).

### **Mental Health**

Our vision is to support each other and remain resilient, enabling us to deliver our best. A person's mental wellbeing is as important as their physical wellbeing. This is why we encourage our employees to be open about their health, both physical and mental, and why Yoo Capital want to break down the stigma surrounding mental health issues.

We aim to promote a healthy working environment and do this notably through the benefits we make available such as Private Medical Insurance; Employee Assistance Programme [ELABORATE] and through policies such as Flexible working and Hybrid working [ELABORATE].

### **Age**

A multigenerational workforce is here to stay. People are living longer lives and increasingly want to remain active in the workforce till more advanced ages. The average age of the workforce will therefore increase over time, and multigenerational workforces will become more commonplace. Yoo Capital believes the Flexible Working Policy and the employee benefits we offer will help ensure we respect employees of all ages have different expectations and requirements on their careers and ways of working.



## 4. Recruitment at Yoo Capital

We will:

- Write job descriptions and adverts being mindful of different groups who may want to apply. We will remain openminded as to where adverts are posted and always challenge ourselves to widen our search.
- Ensure short-listing is fair. Where possible, two people will be part of the short-listing to enable challenging of assumptions.
- Where possible, a person not involved in the short-listing process will remove all personal data from CV's and applications/letters. This includes: names; schools; locations and date of birth.
- Ask applicants if they require any reasonable adjustments to be made for the interview and to allow for reasonable adjustments to be made where possible
- Plan for interviews, ensure all questions are fair and relevant to the role.
- Ensure all interviewers are confident and qualified to interview in a competent and fair way.
- Ensure compliance of our [Recruitment policy](#)

We will make our hiring decisions on the basis of a number of factors:

- Skills and experience identified during the recruitment process.
- Qualifications for the role, noting that we will challenge overly prescriptive requirements which may inadvertently narrow the candidate pool
- How well candidates respond to questions during interviews
- The potential the candidate can demonstrate to us.

This policy will be reviewed on an ongoing basis to reflect changes in the law, demographics and internal business requirements. Progress relating to the policy will be monitored in order to facilitate debate and review. If you have thoughts or ideas about how we can do more, or do better, then please let us know.

## 5. Human Rights and Modern Slavery

We commit to:

- Avoiding and addressing adverse human rights impacts caused by our activities in a timely and appropriate manner.
- Preventing or mitigating adverse human rights impacts linked to our operations, products, and services through our business relationships.
- Participating in legitimate processes to remedy any adverse human rights impacts we have caused or contributed to.
- Continually seeking ways to promote human rights within our operations and sphere of influence.

### Key Policies

**Child Labour:** Yoo Capital prohibits the use of child labour and complies with all relevant laws, supporting legitimate apprenticeships and internships within legal guidelines.

**Modern Slavery:** Yoo Capital does not tolerate forced, bonded, or involuntary labour. Workers are not required to lodge deposits or identity papers with us and can leave with reasonable notice, receiving all due wages. We strictly oppose human trafficking.

**Health, Safety, and Hygiene:** Yoo Capital ensures a safe and healthy work environment for all employees, adhering to our UK Health and Safety Policy.

**Discipline:** Yoo Capital prohibits physical abuse, threats, harassment, and intimidation. Our disciplinary and grievance procedures are clearly documented and communicated to all employees, with serious measures recorded and actioned.

**Freedom of Association:** Yoo Capital recognizes employees' rights to form and join organizations, respecting trade union memberships and fully complying with legal obligations to inform and consult employees.

**Working Hours:** Yoo Capital ensures reasonable working hours in compliance with laws and industry standards.

**Equality of Treatment:** Yoo Capital is committed to eliminating discrimination and promoting equality in recruitment, training, and working conditions, as outlined in our Employment Manual.

**Employment Terms:** Yoo Capital provides clear written contracts detailing employment terms and conditions, ensuring work is based on recognized employment law and practices.

**Remuneration:** Yoo Capital meets or exceeds national standards for wages and benefits, providing clear written information on pay and conditions. We are committed to equal pay and benefits for men and women for work of equal value and are an accredited Living Wage employer, extending this to key suppliers on our premises. Wage deductions as disciplinary measures are prohibited.