

EQUALITY, DIVERSITY, AND INCLUSION – EXTERNAL POLICY

Introduction

Altum Group is committed to promoting and upholding the principles of Equality, Diversity, and Inclusion (ED&I) within the recruitment industry. We believe that every individual should have equal access to opportunities, and that workplaces should be free from discrimination and bias.

Objectives

Our External ED&I Policy aims to:

- Outline Altum Group's capabilities in supporting inclusive recruitment practices.
- Encourage our clients to adopt inclusive recruitment practices.
- Provide guidance and resources to clients for creating diverse and inclusive workplaces.
- Foster a culture of respect, fairness, and openness in all interactions.

Commitments

NON-DISCRIMINATION AND EQUAL OPPORTUNITY: Altum Group commits to treating all individuals fairly and equally regardless of race including colour, nationality, ethnic or national origin, gender, sexual orientation, gender identity or expression, religion or belief, disability, age, or any other protected characteristic.

INCLUSIVE LANGUAGE: Altum Group is committed to ensuring inclusive language is used throughout our recruitment processes. We will avoid gendered, ageist and/or ableist language and focus on essential skills and qualifications. This applies when communicating with clients and candidates throughout the interview process and when drafting / posting job adverts on behalf of our clients.

DIVERSE CANDIDATE SOURCING: Altum Group can recommend and facilitate advertising on a variety of job boards that promote diverse candidate attraction. Our consultants can also provide clients with anonymised shortlists and can offer to present shortlists that include at least 50% of candidates with protected characteristics.

UNCONSCIOUS BIAS TRAINING: We recommend clients provide training to their hiring teams to recognise and mitigate unconscious biases in the recruitment process. Employees at Altum Group have undergone this training to ensure we minimise the chance of unconscious bias within our process.

ACCESSIBILITY: Altum Group encourages our clients to ensure that all aspects of their recruitment processes, including application forms, interviews and assessments, are as accessible as possible to candidates. It is recommended that all candidates are asked if they require any reasonable adjustments to be made during the recruitment process, Altum Group



can facilitate this during the process our employees run and can notify the client of any adjustments that need to be made as the candidate progresses.

Reporting and Accountability

Altum Group encourages clients to regularly review their recruitment processes and track ED&I metrics. Altum Group can provide resources and tools to assist in this process, for example:

- We provide all consultants with a Diversity & Inclusion 'briefing form', enabling them to easily collect, advertise and promote client policies to candidates.
- We collect voluntary, anonymised ED&I information from candidates to assess our processes and can report to clients that request this information.
- To hold ourselves accountable, Altum Group currently tracks ED&I data from all placed candidates, and we plan to roll this out to all shortlisted candidates.

Collaboration

Altum Group is committed to working collaboratively with our clients to support their efforts in promoting ED&I. We are open to providing guidance, sharing best practices/market information, and offering resources, as well as receiving feedback on what we could be doing better or more of.

Contact Information

For any questions, concerns, or feedback related to this policy, clients can contact our EDI Committee:

EDI@altum-group.com