

EQUAL OPPORTUNITIES, DIVERSITY AND ANTI-HARASSMENT POLICY

We're committed to equality of opportunity amongst everyone at Wiser. Our aims are that everyone feels respected, is able to give their best and that, where possible, our workforce will be truly representative of all sections of society.

We're also totally committed to making sure Wiser is a fully safe, equal and inclusive place to work. We know that sometimes people say the wrong thing or make mistakes, but we need to make sure that we treat everyone in the company with the utmost respect.

This policy sets out the processes we have in place to achieve this goal. It applies to everyone at Wiser and also the people, suppliers, clients and visitors we work with.

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1. Scope of policy

This policy applies to every aspect of employment with Wiser, such as the advertising of jobs and opportunities for promotion and career development, to T&Cs around benefits and pay and conduct at work.

2. What is discrimination?

Discrimination can take a number of forms (such as discrimination on the grounds of sex, marriage or civil partnership, gender reassignment, pregnancy and maternity, race (including racial group, ethnic origin, colour, nationality and national origin), disability, sexual orientation, religion or belief, and age) and all forms are considered unacceptable by Wiser.

The different types of discrimination are:

Direct discrimination:

Treating someone less favourably than others because of any characteristic they possess.

An example would be Wiser rejecting an applicant because of their nationality because it is feared they would not "fit in", or because they are married to a woman of a particular religion.

Indirect discrimination

Indirect discrimination takes place where a criteria or practice applies to all People at Wiser but disadvantages a particular group.

An example would be the exclusion of part-time people from pension schemes or refusing to allow someone to work part-time due to childcare commitments because of a fear that others would want to do the same.

Victimisation

Treating someone less favourably because they have made or supported a complaint or grievance relating to an instance of discrimination.

Disability

Discriminating against a disabled person because of something arising out of their disability (for example, a tendency to make spelling mistakes arising from dyslexia).

Harassment

Harassment is any form of unwanted conduct which occurs with the purpose or effect of violating the dignity of a person or creating an intimidating, hostile, degrading, humiliating, or offensive environment for the recipient. The intention behind it is irrelevant.

An example would be racist, sexist, ageist or homophobic jokes, derogatory banter or stereotypical remarks about a particular group. Another example would be suggestive or overly personal comments about appearance.

Bullying

Bullying is intimidating or offensive behaviour or an abuse of power which makes the victim upset or threatened or which undermines them.

An example would be inappropriately criticising or deriding someone in front of others.

3. What to do if you have been subject to discrimination, harassment or bullying

Speak to your line manager, or if that's not appropriate, speak to our Director of People and Performance.

4. Religious festivals

We respect all religious festivals. Please speak to your manager if you need to change your working arrangements to allow you to practise your religion or belief.

5. Fixed term and part time contracts

We monitor the use of fixed-term and part-time people and their conditions of service, to ensure that they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities here at Wiser.

6. Your side of the deal

- Treat everyone with the utmost respect.
- Remember to read your contract and all of these policies to make sure you don't accidentally breach them.
- Think clearly about how you speak to people to avoid harmless 'banter' turning into inappropriate comments.

7. Our side of the deal

- Make sure we are keeping everyone safe and taking appropriate action if these things happen.
- Listen to all the facts and give you a fair hearing.
- To offer a Founder's Appeal if you don't feel you have been treated fairly.

8. Breaches of this policy

We know that sometimes people say the wrong thing or make mistakes, but we need to make sure that we treat everyone at Wiser with the utmost respect.

If you don't do that, we will understandably need to take action.

What exactly are we talking about?

There are two types of issues that we're talking about, misconduct and gross misconduct - we have outlined what we mean by both of these.

Misconduct

This constitutes behaviour that goes against our policies, makes other people feel uncomfortable, or impacts how we conduct our business.

Examples of misconduct include:

- Inappropriate comments or treating someone without respect.
- Inappropriate behaviour at work, at work events, or inability to work effectively.
- Speaking out publicly against Wiser.
- Accidental violation of any of Wiser's data or information policies.
- Inappropriate use of social media.

Gross misconduct

This constitutes behaviour or actions that directly contravene our policies or contracts, are of a criminal nature or could be construed as sexual harassment.

Examples of gross misconduct include:

- Stealing property from Wiser, including sharing Intellectual Property with competitors.
- Aggression or physical violence in any form against employees or clients.
- Sexual harassment — in any form.
- Fraud or defrauding the company — in any form.
- Deliberate violation of any of Wiser's data or information policies.
- Gross negligence — doing something so unprofessional that it puts our business at risk.

For a proven instance of gross misconduct, we can dismiss you without notice — you will not receive a warning in these cases due to the serious nature.

What happens?

If you're accused of misconduct, you will have a conversation with your line manager and our Director of People and Performance, outlining why you have been accused and to hear your side of the story. You will receive either a verbal or written warning — depending on how serious the accusation is.

If you are accused of gross misconduct, the process is more serious:

The Director of People and Performance (or an appropriate outside agency if they are involved in any way and can't be objective) will carry out an investigation into the allegations.

You will be invited to a Disciplinary Meeting, where you can bring someone from the business to support you. We know that these can be stressful, so we want you to have support.

If it is found that you have carried out an action classified as gross misconduct, you will either be given a final written warning or be dismissed on grounds of gross misconduct and put on gardening leave.

If it is discovered that this was a case of misconduct and not gross misconduct, you will only receive a verbal or written warning as above.

If you do not agree with the outcome of the Disciplinary Meeting, you can ask for a Founder's Appeal, where one of the Founders will hear the accusations again — as long as they can act objectively. If not, the outcome will stand.

9. Bad faith

Anyone who is, after investigation, found to have provided false information or to have acted in bad faith in relation to a complaint under this policy, whether as complainant, witness or otherwise, will be subject to action under Wiser's disciplinary procedure.

10. Responsibility for this policy

All Wiser people should act in line with this policy. They:

- (a) should be aware that discriminatory practices are unlawful and will not be tolerated here;
- (b) have a responsibility under the law and their terms and conditions of employment to co-operate in ensuring the effective operation of this policy;
- (c) must comply in all respects with this policy and ensure that by their own actions they do not discriminate or harass;

- (d) should report any incidents of discrimination or harassment to which they have been subjected or witnessed.