

# Diversity & Inclusion

## Global Policy



Informa is at its best and most successful when colleagues can be themselves at work, develop their skills and make a contribution, no matter who they are, what their background is, where they are located and in what team they work.

Our Diversity and Inclusion Policy builds on a foundation of equality and anti-discrimination legislation and outlines our commitment to comply with legal requirements and our aim to exemplify best practice.

## Key principles

Each of us is responsible for developing and maintaining a culture of equality, dignity, inclusion and respect throughout the company. All colleagues should:



Read, and act in accordance with this Diversity and Inclusion policy



Support all other colleagues, regardless of any characteristic such as race/ethnicity, age, disability, gender, gender reassignment, gender identity or expression, marital status, sexual orientation, religion/belief, pregnancy/maternity or other characteristics protected by law



Understand and help us fulfil our legal obligations, and seek to prevent all forms of discrimination, bullying or harassment



Report all forms of discrimination to HR or via Speak Up, whether witnessed or experienced, to enable them to be dealt with promptly and effectively



Use best practice in our recruitment and employment processes to ensure that we access and support the best range of talent and experience available to us



Ensure that our contractors, agents, suppliers and all those acting on our behalf are aware of the content of this Policy and their own legal, regulatory and contractual obligations

## Diversity & Inclusion Policy Statement

Informa is a people business with an international reach. The ideas, energy, participation and ambition of each Colleague are what creates and develops our content, products and services, connects customers and communities across the world and helps individual Brands, Divisions and the Group to grow and succeed.

To support and enable this, Informa aims to:

- Maintain a working environment that is welcoming and stimulating, enjoyable and rewarding, and which combines a level of personal freedom with opportunities to participate and exchange views and ideas
- Attract and retain a diverse range of talent. We recognise the value that differences bring. Having a breadth of skills and experiences is both an essential business need and, we believe, the only right way to operate
- Act in accordance with our Guiding Principles, as set out in The Informa Constitution, and in particular the principle that success is a partnership. This describes how we get to better answers by combining skills and talents, joining forces and embracing ideas, wherever they come from. This broadens perspectives, expands horizons, sparks innovation and keeps our thinking fresh.

These aims should inform all aspects of how Informa operates, from recruiting, developing, promoting and retaining colleagues, to the opportunities and forums on offer, and how we go to market.

## Context

This Diversity and Inclusion Policy and the processes that support it have been implemented to create a fully inclusive working environment, free from unlawful and unfair discrimination that is a barrier to equality, diversity and inclusion.

**Diversity** is any dimension that can be used to differentiate groups or people from one another i.e. anything that sets one individual apart from another.

**Inclusion** is actively involving every colleague's ideas, knowledge, perspectives, approaches and styles to maximise Informa's ability to deliver its services and products. It means including different ideas and opinions when making key decisions or developing and generating new ideas and solutions. It is encouraging variety of thought and creating a culture that values our differences.

Colleagues should be aware that bullying and/or harassment are not necessarily always obvious or apparent to others. It can be insidious, persistent or isolated. Whichever form it takes, there is no place for it at Informa.

## Application of the Policy

Colleagues and potential colleagues should feel confident that the decisions and interactions that impact their careers are based on relevant qualifications and merit, without regard to a characteristic such as race/ethnicity, age, disability, gender, gender reassignment, gender identity or expression, marital status, sexual orientation, religion/belief, pregnancy/maternity or other characteristics or statuses protected by law.

This applies to all employment policies and practices including those relating to:

- Recruitment and selection
- Terms and conditions of employment
- Working environment
- Training and development
- Promotion and career progression
- Flexible working
- Discipline and grievance
- Performance management

## Responsibility

All colleagues have a responsibility to put this policy into practice. We are each responsible for creating a comfortable working environment, free from discrimination, harassment and bullying, where every colleague is treated with dignity and respect.

Colleagues should take responsibility for and consider the consequences of how they behave. We should all be considerate and professional towards each other and be mindful of how we can affect others with our actions and words.

Every colleague should actively encourage non-discriminatory practices and challenge any behaviour which fails to comply with this policy.

Managers and Management Teams have responsibility for:

- Ensuring that colleagues complete the appropriate diversity and inclusion training
- Ensuring that all processes are fairly and consistently applied to all colleagues
- Ensuring that diversity and inclusion issues are considered as part of Informa's planning processes

There is also a requirement to ensure that clients, customers, partners and suppliers are aware of this Policy and operate within it as appropriate.

## Report & Record

Any colleague who believes they have suffered from or witnessed discrimination, bullying or harassment should speak to a line manager, HR or Group Compliance as soon as they can, or make a report in confidence through Speak Up.



Success is a partnership: all colleagues should feel confident that they are respected and included

# Policy Framework and Support

## Policy Framework

Informa's Code of Conduct: how we work at Informa, provides the framework to all Informa's Global Policies, supports the achievement of an organisational culture free from unfair bias, discrimination and harassment.

## Communication

This Policy will normally be available on Portal and will also be available, if requested from HR, in different formats such as large print, audio recording, or in braille.

This Policy will be included in colleague induction and new starter processes.

## Policy Review

This Policy will be reviewed at least annually to ensure it remains in line with legislation and the Group's organisational principles.



# Speak up

Informa is committed to ensuring that Colleagues can speak up with confidence if they have any concerns or need to ask for help.

If any of us observes or suspects something improper, unethical or inappropriate, we all have an obligation to speak up. In the first instance, you should raise your concerns with:

- Your line manager
- HR
- Group Compliance.

If you would feel more comfortable talking to someone else, you can report your concerns in confidence through our whistleblower line, **Speak Up**, which is operated by an external third party provider, Navex. You can make a report in your own language either via their website, or telephone line:

- [www.informaspeakup.ethicspoint.com](http://www.informaspeakup.ethicspoint.com)
- International number: +44 (0)808-234-7287

For local telephone numbers for other countries, please visit the Speak Up website.

## Zero retaliation

Informa will not tolerate retaliation in any form against anyone for raising concerns or reporting what they genuinely believe to be improper, unethical or inappropriate behaviour. All reports will be treated confidentially so far as possible.

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## Policy Governance

<b>Policy Owner:</b>	Group HR
<b>Applicable:</b>	This policy is mandatory for all colleagues, contractors and those with access to Informa systems
<b>Classification:</b>	Internal Policy
<b>Last updated:</b>	January 2020
<b>Additional info:</b>	Please visit AllInforma on Portal for further information

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