



Policy

CLN-POL-0000039 Global Diversity, Equity & Inclusion Policy

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1. Executive Summary

At Clinigen, we recognise that diversity, equity, and inclusion are key to fostering a successful and innovative organisation. We are committed to creating a culture that welcomes and values the unique backgrounds, experiences, and perspectives of all our employees, clients, and partners.

It's our policy and commitment to ensure our working environments are free from discrimination, harassment, or victimisation of any kind. We are dedicated to providing equal opportunities for all employees throughout their careers at Clinigen.

2. Purpose

The purpose of this Policy is to detail the ways in which Clinigen supports employees and ensures all members of the organisation are treated fairly and with respect. The Policy represents our overarching commitment to provide a positive, inclusive, and respectful work environment.

3. Scope

This Policy applies to Clinigen Limited, its subsidiaries, and affiliates ("Clinigen"). All Clinigen directors and employees worldwide are expected to comply with this Policy. This Policy also applies to any visitor, prospective employee, and/or sub-contractors working or in attendance at a Clinigen controlled site.

4. Abbreviations and Definitions

Glossary of Abbreviations and Technical terms located in Clinigen Connect/ Teams/ Quality QMS\$>Controlled Documents and Forms > Glossary using the following link: [LINK](#)

Terms	Definition
DEI	Diversity, equity, and inclusion
Protected Characteristics	Demographic factors linked to discrimination, such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

5. Our commitments

To ensure a working environment that's respectful to all, Clinigen commits to the following:

- We will not tolerate discrimination or harassment of any kind and will address any breaches of conduct appropriately.
- We will create an inclusive environment where all employees feel valued and respected by their co-workers, managers, clients, and Clinigen as a whole.
- We will strive to create a diverse workforce, providing equal opportunities for all employees and actively seeking out diverse perspectives.
- We will create an organisational culture where all employees are comfortable bringing their authentic selves to work and are valued for their unique contributions.
- We will hold ourselves accountable for achieving measurable progress in our efforts to promote diversity, equity, and inclusion in the workplace.
- We will create a fair and inclusive recruitment and selection process for all, free of discrimination.

What should individual employees do to promote a respectful working environment?

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Every single employee has a role in creating a culture where colleagues are respected and welcomed. As individuals, we can teach each other ways to connect, educate, and learn. Expressing the following inclusive behaviours can help others be most comfortable at work.

- Be mindful of how you communicate. Be patient, always listen, and allow others to speak and express themselves.
- Respect your colleagues' time by giving them your full attention and being responsive to their needs.
- Pay attention to and respect your colleagues' personal preferences. Treat them in a way *they* wish to be treated, rather than the way *you* wish to be treated.
- Ask for opinions from multiple people when making decisions.
- Give colleagues opportunities to share feedback in supportive spaces.
- Welcome and consider ideas that are different from your own.
- Extend kindness to all colleagues while respecting different preferences, lifestyles, and backgrounds.

Management responsibilities

Colleagues with people management responsibilities play an influential role in creating an inclusive work environment. They must lead by example, role modelling inclusive behaviours and appreciating the unique and valuable contributions each colleague brings to create a sense of belonging on their teams. They also must provide frequent opportunities for team members to provide feedback, opinions and create safe spaces for team members to speak up and be their authentic selves. Managers should aim to ensure there are no instances of discrimination or bullying within their teams, and that any instances are dealt with correctly.

What you should do if you witness or experience violations of this policy

The Company believes that all employees should be treated fairly and with respect. We are committed to providing and promoting a positive working environment that is consistent with our values. It is important that if you witness or experience violations of this policy, you have the effective means by which such a complaint/grievance can be aired and, where appropriate, resolved. In order to do this, the matter should be raised with your Line Manager, or alternatively the HR team, explaining fully the nature and extent of the incident.

How do we hold ourselves accountable to this policy?

- We will report and monitor key DEI metrics on a quarterly basis as part of the Group wide ESG program.
- We will ensure that we follow a robust process following any violations of this policy.
- We will seek out diverse voices and celebrate DEI through our annual calendar of events.
- Training will play a vital part of our DEI policy; continuing with current DEI training opportunities, we will ensure that we develop and deploy further educational opportunities on the subject to employees.

6. Non-compliance

Violating this Policy may result in disciplinary actions appropriate to the situation, up to and including termination of employment for severe infringements.

7. Communication and Training

Communication and training are being implemented so that this Policy is fully understood.

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8. Monitoring and Review


The effectiveness of the implementation of this policy will be monitored and reviewed regularly considering its suitability, adequacy, and effectiveness.

This Policy may be updated from time to time, and the updated version of the Policy will be immediately made available on the Learning Management System (“LMS”).

9. References

- [Clinigen ESG and Strategy plan](#)

10. Document History

Change No.	Change Description (include previous policy reference if available)	Effective Date
01	New Global Policy.	14-Mar-2023  DocuSigned by: <i>AM</i> Signer Name: Andreea Moldovanu Signing Reason: I approve this document Signing Time: 28-Feb-2023 1:27 PM GMT E66126E6CAAB47169CFDFE780424B1C1