



Policy

Diversity, Equity and Inclusion (DEI)

Revision 0

TABLE OF CONTENTS

1	POLICY	3
1.1	Our Definition of Diversity, Equity and Inclusion (DEI).....	3
2	OUR COMMITMENT	4
3	REFERENCES	5
3.1	Internal Documents.....	5
3.2	External Documents	5
4	ABBREVIATIONS AND DEFINITIONS	5
5	VERSION HISTORY	5
6	AMENDMENT RECORD	5
7	COMPANY PROPRIETARY INFORMATION	5

Diversity, Equity and Inclusion (DEI) Policy

1 POLICY

Leverage Projects is committed to fostering a diverse, equitable, and inclusive workplace where every employee feels valued, respected, and empowered to reach their full potential. We believe that a diverse workforce brings a wider range of perspectives, ideas, and experiences, which enhances creativity, problem-solving, and innovation.

1.1 Our Definition of Diversity, Equity and Inclusion (DEI)

Leverage Projects DEI Policy is grounded in the principles of equality and non-discrimination. Leverage Projects recognizes that DEI encompasses a broad range of human differences and that these differences will ensure outstanding business and client outcomes.

Diversity: We recognize and value the uniqueness of each individual. Diversity encompasses a broad range of human differences, including but not limited to:

- Race
- Ethnicity
- Nationality
- Gender
- Gender identity
- Sexual orientation
- Age
- Religion
- Disability
- Marital status
- Socioeconomic background
- Education
- Experience
- Veteran status
- Cognitive diversity

Equity: We are committed to fairness and impartiality in all our processes and practices. We strive to identify and remove barriers that prevent individuals from having equal access to opportunities and resources.

Inclusion: We foster a culture where everyone feels welcomed, supported, and respected. We encourage collaboration and open communication, ensuring all voices are heard and valued.

This policy applies to all aspects of employment within Leverage Projects, including:

- Recruitment and hiring
- Compensation and benefits
- Training and development
- Promotions and career advancement
- Performance management
- Workplace culture and environment
- Employee relations

2 OUR COMMITMENT

To ensure the effective implementation of DEI principles within our organization, Leverage Projects commits to the following:

- Provide equal opportunities for all employees and candidates, ensuring that recruitment, hiring, and promotion decisions are based solely on merit and qualifications.
- Cultivate a workplace culture that is respectful, inclusive, and free from discrimination, harassment, and bias.
- Ensure our workplace is accessible to all employees, including those with disabilities. Make reasonable accommodations to support employees with disabilities.
- Provide fair and equitable compensation and benefits packages to all employees, regardless of their background or identity.
- Offer training and development opportunities to all employees to enhance their skills and advance their careers. Provide DEI-specific training to raise awareness and promote understanding.
- Maintain a zero-tolerance policy for discrimination, harassment, and any behavior that creates a hostile work environment. Establish clear reporting mechanisms and take prompt action to address any complaints.
- Regularly review and evaluate our DEI initiatives to ensure they are effective and aligned with our goals. Seek feedback from employees and stakeholders to identify areas for improvement.
- Hold leaders accountable for promoting DEI within their teams and departments.
- Engage with diverse communities and organizations to promote inclusivity and build relationships.

Troy Jeanes

Managing Director

01st January, 2024

3 REFERENCES

3.1 Internal Documents

- Employee Code of Conduct
- Whistleblowing Policy
- Supply Chain Code of Conduct
- Supplier Vetting Procedure and Guidance

3.2 External Documents

- Ministerial Resolution No. 31 of 2016
- Ministerial Resolution No. 31 of 2016:

4 ABBREVIATIONS AND DEFINITIONS

Term	Definition
DEI	Diversity, Equity and Inclusion

5 VERSION HISTORY

Document Title		Diversity, Equity and Inclusion (DEI) Policy			
Document Number		LVP-CMS-POL-0017 - Diversity, Equity and Inclusion Policy.docx			
Rev.	Date	Revision Description	Author	Reviewer	Approver
0	01-Jan-2024	First Issue	TJ	TJ	TJ

Initials:

TJ: Troy Jeanes, Managing Director

6 AMENDMENT RECORD

This Policy is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of change and/or contextual additions or omissions is given below:

Page No.	Section	Context	Date
0	N/A	N/A	N/A

7 COMPANY PROPRIETARY INFORMATION

The electronic version of this Policy is the latest revision. It is the individual's responsibility to ensure that any paper material is the current revision. The printed version of this manual is uncontrolled except when provided with a document reference number and revision.