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## Equity, Diversity and Inclusion (ED&I)

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Location: Global

### 1. This policy applies to

1.1 All Mourant partners, employees, clients, suppliers, contractors and workers, whether permanent or temporary.

### 2. Commitment Statement

2.1 At Mourant, we believe in inclusive workplaces where everyone feels seen, heard, valued and respected. We know that nurturing a culture of inclusion and mutual respect is vital to enable and empower our people of all backgrounds, identities and experiences to fulfil their potential, and be the best firm we can be. At the heart of our firm is a set of values, which inform every decision we make and the way in which we engage with our clients and with each other.

2.2. We are committed to preventing discrimination, bullying, harassment, sexual harassment and victimisation of any kind, including from a third party. Everyone is expected to treat each other with dignity and respect. Our vision is to have an authentically inclusive 'one-firm' culture that embraces diversity and values mutual respect where everyone feels like they belong and can thrive. As part of this, we are committed to fostering a workplace culture that is free from any form of discrimination, bullying, harassment, sexual harassment or victimisation.

2.3 We are committed to a zero-tolerance approach to any form of discrimination, bullying, harassment, sexual harassment and victimisation, and encourage a culture of openness where our people feel safe and able to approach their line manager or HR to share, discuss or report any incidences experienced, encountered or witnessed. Every person at Mourant has the right to be treated with dignity and respect, regardless of their:

- age
- caring responsibilities
- disability (including mental and/or physical conditions), neurodivergent or long-term conditions
- gender identity (including non-binary)
- gender expression
- marriage or civil partnership
- parental responsibilities
- pregnancy or maternity
- race, ethnicity or nationality
- religion, faith or belief
- socio-economic background
- sex
- sexual orientation

Unlawful discrimination may involve characteristic protected by law. Our policy takes a broad approach to these characteristics.

Learn more about our [Inclusion strategy](#).

### 3. Our Responsibilities

- 3.1 To actively support equity, diversity and inclusion and to ensure that all our people are valued and treated equally with dignity and respect.
- 3.2 To strive to and insist on providing a workplace culture that is free from discrimination, bullying, harassment, sexual harassment and victimisation.
- 3.3 To create and sustain an inclusive working environment where everyone's unique contribution is valued and acknowledged.
- 3.4 To ensure that decisions affecting employment, learning, career development and progression, are based on ability, merit and genuine business requirements.
- 3.5 To comply with relevant legislation by requiring everyone at the firm to meet the expected standards of behaviour and conduct in relation to how they treat their colleagues and other people they have contact with as part of their work with Mourant.
- 3.6 To provide our people with appropriate information, guidance and support on matters relating to equity, diversity and inclusion in the workplace.
- 3.7 To make workplace adjustments to meet the needs of individuals, where reasonable, to ensure they can perform their role to the best of their abilities. Where we can make workplace adjustments we will always aim to do so.
- 3.8 To ensure that our Inclusion Steering Group drives commitment to fostering an inclusive workplace by continuously developing, delivering and promoting the Mourant Inclusion strategy and priorities.
- 3.9 To regularly review this policy and its practical application and make any updates to continue to work towards identifying and eliminating any form of discrimination, bullying, harassment, sexual harassment or victimisation.

### 4. Our Guiding Principles

#### 4.1 Inclusive Leadership

- Diverse representation - we're committed to building a diverse and inclusive leadership team, and have set aspirational milestones to support this
- Visible role models - our partners and leaders champion diversity and role model inclusive behaviours
- Accountability - everyone has a responsibility to play their part to support Inclusion at Mourant

#### 4.2 Diverse Talent

- Attraction and accessibility - we aim to attract, retain and inspire a diverse range of exceptional people
- Career vitality - we ensure fair and equitable access to learning and development opportunities to enable everyone to excel

- Retention and pipelines - we take a proactive approach to identifying, supporting and developing a diverse range of talent at all career stages

#### 4.3 Client Service, Shared Values & Aspirations

- Clients & intermediaries - we invest in our clients by providing diversity of thought, perspectives and experience through balanced and diverse teams
- Suppliers - we engage with organisations that share our values
- Communities - we work with community groups to support inclusion and make a positive social impact

#### 4.4 Empowered Culture

- Mutual respect - we recognise the value of empowering everyone to be their authentic self.
- Forward thinking - we strive for continuous improvement, embrace new ideas and believe we can make change happen
- Transparency - we support two-way communication, sharing of lived experiences and create safe spaces to learn

#### 4.5 Tangible Progress

- Data analysis and benchmarking - we aim to systematically gather, record and analyse our diversity data to track progress
- Regular feedback - we conduct regular employee surveys and listen hard to the experiences, feelings and perspectives of our people
- Communication - we're open about our progress and areas for improvement

### 5. Shared Responsibility

This policy is supported by and endorsed by our Global Managing Partner and Management Committee. The implementation of this policy is being directed by our Chief HR Officer alongside our Inclusion Steering Group, and in consultation with our Inclusion Network representatives.

Everyone at Mourant, regardless of seniority, role or office location, has a responsibility to comply with this policy in all of your dealings with colleagues, clients, intermediaries and anyone else you may interact with during the course of your employment or engagement (if you are a partner or consultant) with the firm. The contents of this policy apply not only when on our premises, but includes work-related social events, remote/home working, travelling and business trips.

Everyone has a responsibility:

- 5.1 To familiarise themselves with this policy and to act in accordance with Mourant's commitment to equity, diversity and inclusion at all times.
- 5.2 Not to discriminate against colleagues and other people they have contact with as part of their work with Mourant, treating everyone with dignity and respect, and helping to create a workplace environment that is free from discrimination, bullying, harassment, sexual harassment and victimisation of any kind.
- 5.3 To be sensitive to the potential, and the actual impact of their behaviour on colleagues, clients, visitors, suppliers, workers and contractors.
- 5.4 To work to create and sustain an inclusive workplace culture, in which everyone's unique contribution is valued and acknowledged.

- 5.5 To co-operate in the elimination of any discriminatory practices, bullying, harassment, sexual harassment or victimisation that may be identified.

## 6. Recruitment and Selection

- 6.1 Mourant aims to attract, retain and inspire a diverse range of exceptional people of all backgrounds, identities and experiences across all levels and areas of Mourant. We strive to reflect the diversity of the communities in which we operate. We will ensure our recruitment processes are fair, inclusive and accessible to all. This includes following 'inclusive recruitment' best practice guidance and recommendations including, but not limited to:
- Ensuring job descriptions are non-discriminatory and free from biased language or unnecessary requirements that may unintentionally deter otherwise suitable candidates from applying
  - Striving to ensure that the language and imagery used on our careers pages, materials and job adverts reflect and appeal to a diverse range of candidates
  - Asking fair, relevant, objective, and consistent competency-based questions at interview, ensuring all candidates have the same opportunity to demonstrate their skills and suitability for a role
  - Providing regular opportunities to discuss adjustments to help ensure we provide barrier-free recruitment processes and career opportunities
  - Monitoring recruitment and selection throughout the process to ensure it is fair, inclusive and accessible to all, taking regular steps to identify, interrupt and eliminate bias and any discriminatory practices

## 7. Promotion and career development

- 7.1 We are committed to taking a proactive approach to identifying, supporting and developing a diverse range of exceptional people at all career stages.
- 7.2 Decisions in respect of promotions and career development focus on skills and talents, rather than assumptions and beliefs based on:
- age
  - caring responsibilities
  - disability (including mental and/or physical conditions), neurodivergent conditions and long-term conditions
  - gender identity (including non-binary)
  - gender expression
  - marriage or civil partnership
  - parental responsibilities
  - pregnancy or maternity
  - race, ethnicity or nationality
  - religion, faith or belief
  - socio-economic background
  - sex
  - sexual orientation

## 8. Learning

- 8.1 We are committed to ensuring fair and equitable access to learning and development opportunities to enable everyone to excel.
- 8.2 The role of Learning is to improve work performance, to develop skills and to prepare individuals for other roles and responsibilities. As with promotion and career development, decisions in respect of who is educated, trained and developed, and how that learning will be facilitated, will be based on individual development needs and not on:
- age
  - caring responsibilities
  - disability (including mental and/or physical conditions), neurodivergent conditions and long-term conditions
  - gender identity (including non-binary)
  - gender expression
  - marriage or civil partnership
  - parental responsibilities
  - pregnancy or maternity
  - race, ethnicity or nationality
  - religion, faith or belief
  - socio-economic background
  - sex
  - sexual orientation
- 8.3 We believe in providing an inclusive and supportive workplace for all our people, where colleagues with disabilities, neurodivergent or long-term conditions can have open conversations about and receive the workplace adjustments they need to fulfil their potential. We recognise that with the right adjustments in place, colleagues with disabilities, neurodivergent or long-term conditions can be supported to excel. Therefore, where we can make workplace adjustments to ensure colleagues have fair and equitable access to learning and development opportunities, we will always aim to do so.
- 8.4 Learning materials will aim to reflect the diversity of society in the locations in which we live and work at Mourant .

## 9. Reward and benefits

- 9.1 Decisions in respect of reward and benefits will be determined objectively, rather than according to assumptions and beliefs based on:
- age
  - caring responsibilities
  - disability (including mental and/or physical conditions), neurodivergent conditions and long-term conditions
  - gender identity (including non-binary)
  - gender expression
  - marriage or civil partnership
  - parental responsibilities
  - pregnancy or maternity
  - race, ethnicity or nationality

- religion, faith or belief
- socio-economic background
- sex
- sexual orientation

## 10. Diversity Monitoring

- 10.1 Data analysis & benchmarking – we aim to systematically gather, record and analyse our diversity data to track our progress and identify areas for improvement. We will collect, on a voluntary basis, individual diversity information of potential recruits and existing employees [and partners] on a confidential and anonymous basis. While everyone is encouraged to share their diversity data with us, it is completely optional to do so.
- 10.2 We will also conduct regular surveys and listen hard the experiences, feelings and perspectives of our people to help shape and inform our approach.
- 10.3 We will be open about our progress and areas for improvement.

## 11. Inclusion Networks

- 11.1 Our global Inclusion Networks play a critical role in supporting and contributing towards the success of our global Inclusion strategy. Our Inclusion Networks are open to all colleagues to join regardless of role, office location or how they identify. Colleagues can choose to be a member of any or all of our Inclusion Networks, and it is up to individuals how 'active' they would like to be in the network. The purpose of our Inclusion Networks is to:
- Provide peer support and a social network to promote belonging and inclusion
  - Raise awareness of key issues and challenge barriers to inclusion
  - Create opportunities for colleagues to share personal experiences, knowledge and ideas
  - Foster a safe environment for our people to learn how to be active, visible allies to Inclusion
  - Explore the impact of intersectionality on inclusion through cross-network collaborations
  - Support and contribute to the success of our global Inclusion strategy

## 12. Employee concerns and how to report

- 12.1 Everyone at Mourant has the right to be treated with dignity and respect and to work in an environment where they can feel confident and able to raise any concerns they may have or to make a complaint in relation to discrimination, bullying, harassment, sexual harassment or victimisation.
- 12.2 All concerns will be taken seriously and will be investigated as quickly as possible, with sensitivity, taking the appropriate steps to resolve them.
- 12.3 We are committed to a zero-tolerance approach to any form of discrimination, bullying, harassment, sexual harassment or victimisation. If you experience or witness any such instance, you should raise your concerns with the Chief HR Officer; a member of the HR Business Partner team; or in accordance with the procedures outlined in the 'Raising a complaint, resolution and procedures' section of our Dignity at Work Policy.

- 12.4 If you would prefer to speak to someone outside of Mourant please contact our free, confidential Employee Assistance Programme which is available to all colleagues. To access your local Employee Assistance Programme, visit the My Flex Health & Wellbeing page, accessible via the memo home page.

### **13. SUPPORT**

#### **13.1 EMPLOYEE ASSISTANCE PROGRAMME**

Our free, confidential Employee Assistance Programme is available to all partners and employees to provide support during challenging times:

- Free, confidential access to information, guidance and support for all colleagues
- Access to counselling
- Online portal with webinars, articles, podcasts and toolkits on topics including physical health, mental health, life, money and work

The Employee Assistance Programme can provide support on a wide range of matters including:

- Family: coping with loss, relationships, caring for relatives, parenting, disputes and conflicts
- Work: managing change, career progression, employee support starting a new role
- Managing Money: budgeting, financial planning, managing debt
- Personal Crisis: divorce, separation, anxiety, depression, addiction, alcohol or drug abuse
- Returning to Work: maternity/disability leave, relocation, organisational change
- Health: caring for loved ones, living with illness, asking for help

#### **13.2 MENTAL HEALTH FIRST AIDERS**

- We have invested in supporting a number of colleagues across our offices to be trained as Mental Health First Aiders to provide initial support and signposting to colleagues experiencing a mental health issue or emotional distress
- Support can be provided in person or by phone by contacting a Mental Health First Aider

#### **13.3 INCLUSION NETWORKS**

Our global Inclusion Networks play a critical role in supporting and contributing towards the success of our global Inclusion strategy. Our Inclusion Networks are open to all colleagues to join regardless of your role, office location or how you identify. You can choose to be a member of any or all of our Inclusion Networks, and it is up to you how 'active' you would like to be in the network.

### **14. POLICY MONITORING**

- 14.1 We are committed to monitoring the effectiveness of this policy and associated policies. We undertake a regular review of all policies and procedures to ensure they comply with any legislative changes and best practice. We will endeavour to identify and take all steps to eliminate any discrimination, bullying, harassment, sexual harassment and/or victimisation. This policy is non contractual and we reserve the right to change this policy from time to time without prior notice.

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