

# Mulberry

## Diversity, Equity & Inclusion Policy

DIVERSITY is about understanding, accepting and valuing difference in all its many forms.

EQUITY is ensuring everyone is treated equally and fairly.

INCLUSION is ensuring an environment where everyone is celebrated for being individual.

A diverse, equitable and inclusive environment is one which is collaborative, supportive, respectful, fair and promotes a feeling of belonging. It's an environment where everyone can be their best self and deliver their best work.

### OUR COMMITMENTS

Mulberry is committed to a culture and environment where all employees can thrive, irrespective of their gender identity, sexual orientation, marital & civil partnership status, parental status, race or ethnicity, religion or religious belief, political opinion, physical appearance, age or disability and socio-economic background or status.

Our aim is to deliver an environment where difference is valued, and the benefits for all are recognised. This is a global standard, and while the countries we operate in might be more or less progressive than others, Mulberry premises must be an environment for all employees to be their true selves.

### EDUCATION AND AWARENESS:

We will educate our workforce and build awareness of the challenges facing different communities in the work environment and beyond. Encouraging a culture of empathy, information sharing and open discussion will drive positive change for the benefit of all.

### DIALOGUE WITH OUR EMPLOYEES:

We will continue to foster an open dialogue with our employees in order to encourage feedback, hear personal experiences and recognise opportunities where we can do better.

### POLICIES AND PRACTICES:

We will adopt a progressive approach to our People Policies and Practices; ensuring our policies support employees and customers, and further equip our managers to drive positive change.

### RECRUITMENT:

We are committed to attracting, hiring and retaining more diverse talent and aim to be recognised as an employer for positive action within our industry. We will ensure there are no barriers in our recruitment processes and that hiring decisions are made only on the basis of experience and skills as they relate to the particular role.

### PARTNERSHIPS:

We recognise that external partnerships will support our initiatives. We will develop and work with a network of third-party organisations and experts to support our initiatives; where possible these will be mutually beneficial collaborations e.g. charitable donations or opportunities for employees to volunteer, mentor or share their skills and expertise.

This policy confirms a zero tolerance approach to discrimination of any kind

### THE ROLE WE PLAY

We all have a responsibility to help create and maintain a working environment which upholds our commitment to diversity, equity and inclusion. We should all behave in a way that is respectful of others and to understand that our views and opinions may not always be the same as our colleagues.

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We must all strive to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect; this is important in ensuring equal opportunities in employment.

Mulberry will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant or employee receiving less favourable treatment on the grounds of age, race, religion or belief, disability, trade union membership or non-membership, educational background, gender identity, sexual orientation, marital status, socio-economic background or status and/or being a part-time or fixed term worker.

We believe hair, make-up and personal styling (nails, tattoos, jewellery etc) are important expressions of individuality, and we encourage all employees to represent themselves however they feel most comfortable. All we ask, is if customer facing employees choose to wear jewellery it is unbranded or from the Mulberry collection and if you work in one of our Production sites, you follow any necessary health & safety guidelines.

We expect both senior leaders and employees to be:

*Community Spirited:* to engage in open discussion and dialogue. Be willing to broaden your awareness of different minority groups and educate yourself. Don't be afraid to ask a question if there's something you don't understand. Encourage your colleagues to share their experiences and opinions and hear what they have to say. Try to understand other peoples' points of view and help them understand yours. Be aware of different cultures and customs and respect the benefits that diversity can bring.

*Honest:* if you see non-inclusive behaviours displayed by a colleague or customer – this could be racist remarks, inappropriate jokes or comments; any behaviours which make someone feel they are not part of the group – challenge or escalate it. If you challenge others, do so in a respectful way. We should all take responsibility for our own actions. Don't be afraid to challenge decisions or question the way we do things. Use your voice and share your experiences and perspectives. Look for solutions to problems and try to resolve issues constructively

*Dynamic:* think of new or different ways to support our Diversity, Equity and Inclusion policy within your role. Reflect on ways you could make your colleagues feel more included.

## ENSURING AN INCLUSIVE WORKPLACE

Mulberry is committed to creating and nurturing an inclusive and supportive working environment. We expect you to treat your colleagues, and those who work with us, as you would expect to be treated i.e. with dignity and respect at all times.

Every one of us should expect to work without fear of bullying or harassment. This applies not only to the workplace but also work associated events such as meeting, conferences, business trips and Mulberry sponsored social events, whether on Company premises or off-site.

Bullying and / or harassment can take many forms and can be conducted by one or more persons; it might be face to face or via written communication such as email or via non-work tools such as social media.

## BULLYING

May be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient through repeated inappropriate threatening behaviour.

This list is not exhaustive but examples of bullying behaviour may be persistent and unreasonable criticism; blame for things beyond the employee's control; spreading of malicious rumours; exclusion; physical abuse; ostracising or excluding colleagues, intimidation or humiliation; or deliberately withholding required work-related information.

It's important to note that bullying does not include appropriately conducted feedback of an employee's behaviour or work performance by their manager including initiating performance improvement and / or disciplinary procedures.

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## HARASSMENT

Can be defined as unwanted and/or offensive conduct, which is demeaning and unacceptable to the recipient. This includes unwelcome physical, verbal or non-verbal conduct that creates an intimidating, hostile, degrading, humiliating or offensive environment for them. It can involve a single incident or may be persistent behaviour.

It's important to note that harassment can occur even if a person were not the intended 'target'. For example, a person may be harassed by overhearing insensitive jokes that they find offensive.

There is a specific legal provision prohibiting sexual harassment. The definition includes acts of unwanted physical intimacy; requests for sexual favours; gestures or displays of words, pictures or other material which is unwelcome and could reasonably be regarded as intimidating, sexually offensive, hostile, degrading or humiliating resulting in a hostile environment for the recipient. A single incident may constitute sexual harassment.

This list is not exhaustive but examples of behaviour constituting harassment, which is of a sexual nature may be physical conduct ranging from unwelcome touching to physical assault, demeaning comments, jokes or banter about personal appearance.

## ALLEGATIONS OF BULLYING & HARASSMENT

Bullying or harassment of any kind, by employees or non-employees such as clients, customers and any other business contacts will not be tolerated. If you feel you have been bullied or harassed, if possible, you should inform the individual/s that their behaviour is offensive to you, is unwanted and you want it to stop immediately. Informal action and alerting someone to how their behaviour is impacting you is often enough to resolve a situation.

If you don't feel able to speak to the individual/s yourself, you should discuss the behaviour with your manager or your HR Business Partner immediately, who will listen to your concerns and support you in managing the situation. If your concerns involve your manager you should raise this directly with your HR Business Partner. We are committed to making sure you are treated with the respect you deserve. We will formally investigate any allegations of bullying and harassment in line with our Grievance Policy.

When the investigation has been concluded, a review of the findings and of the investigation managers proposed outcome will be communicated to you. If the investigation concludes that your concerns are well founded, the individual/s may be subject to disciplinary action in line with our disciplinary policy.

If you are dissatisfied with the findings or with the proposed decision this should be raised using the Grievance appeal procedure.

Any employee raising a complaint or assisting in an investigation will be protected from intimidation, victimisation or discrimination. However, if the report concludes that the concerns raised are both untrue and has brought with malicious intent disciplinary action may be considered.

If the concerns are about someone other than an employee, such as a customer, client or supplier, Mulberry will consider what action may be appropriate to support you and where necessary will attempt to discuss the matter with the third party.

## RELATED POLICIES:

- Recruitment & Selection Policy
- Disciplinary Policy
- Grievance Policy