

# Equality, Diversity, Equity & Inclusion Guide

## Our Commitment

Stannp is committed to creating an inclusive workplace where everyone is treated with dignity, respect, and fairness. Guided by our value of **Being Genuine** - we celebrate differences, champion diversity, and are honest, respectful, and true to who we are. We recognize that true equality requires both treating people the same (equality) and providing different levels of support based on individual needs to achieve fair outcomes (equity). Our aim is for our workforce to be truly representative of all sections of society, with each employee feeling valued and able to contribute their best.

## Understanding EDEI

**Equality** - Treating everyone the same way and providing equal access to opportunities and resources.

**Diversity** - Recognizing, respecting, and valuing the differences that make each person unique, including visible and invisible characteristics, backgrounds, and experiences.

**Equity** - Recognizing that people have different circumstances and needs and allocating resources and opportunities to achieve fair outcomes for all.

**Inclusion** - Creating an environment where everyone feels valued, respected, and able to participate fully, contribute their best work, and achieve their potential.

## Protected Characteristics

We ensure no employee or job applicant receives less favorable treatment on grounds of:

- Age
- Disability
- Gender/gender reassignment
- Marriage/civil partnership
- Pregnancy/maternity
- Race (including colour, nationality, ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

Document Name:	TCU-37	Version No:	1	Date:	October 1 2025	Review Date:	October 1 2026
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## Zero Tolerance for Discrimination

We oppose all forms of unlawful and unfair discrimination, victimization, harassment, and bullying. All employees, whether part-time, full-time, or temporary, are treated fairly and with respect. Selection for employment, promotion, training, or any other benefit is based solely on aptitude and ability. Living our value to **Be Honest**, we communicate truthfully and transparently about our commitment to equality and admit when we need to improve.

## Prevention of Harassment

Stannp is committed to taking reasonable steps to prevent sexual harassment of employees. We provide regular training, implement clear reporting procedures, take swift action on all reports, and protect employees from third-party harassment by clients, customers, or suppliers. We will not tolerate harassment in any form and will consider ending relationships with clients or suppliers who harass our staff.

## Supporting Disabled Employees

We are committed to making reasonable adjustments to ensure equality of access and opportunity for disabled people, including training and provision of special equipment, reduced working hours or workplace modifications, full consideration in recruitment with appropriate adjustments, access to external guidance (such as Access to Work), open dialogue about needs, and regular review of adjustments. **We Show Initiative** by identifying and addressing accessibility needs proactively.

## Flexible Working

All employees may request flexible working arrangements. We consider all requests fairly and objectively, responding within two months and providing clear reasons if requests cannot be accommodated. This reflects our **Customer First** approach applied internally to our team members.

## Fair Recruitment & Development

We are committed to inclusive job advertisements free from discriminatory language, merit-based recruitment decisions with diverse interview panels where possible, equal access to training opportunities with accessible programs, career development support regardless of background, removal of barriers to progression and development, EDEI training for all staff, and mentoring programs for underrepresented groups. **We Actively Listen** to understand the needs of all candidates and employees.

## Addressing Systemic Barriers

We recognize that achieving true equality requires addressing systemic barriers. We regularly assess our policies and procedures for potential bias, analyze outcome data to identify disparities across protected characteristics, implement targeted interventions to support underrepresented groups, address pay gaps and other inequitable outcomes, consider the cumulative impact of multiple identities and intersectionality, engage with employees to understand their lived experiences and needs, and allocate resources based on individual needs to ensure fair outcomes. **We Take Ownership** of creating an equitable workplace.

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## Monitoring & Accountability

We maintain a comprehensive monitoring system to measure the effectiveness of our EDEI policies, including routine collection and analysis of workforce diversity data, regular assessments of recruitment, promotion, and development opportunities, equality impact assessments on policies and services, action plans to address any identified disparities, and annual review of policy effectiveness. Our commitment to **Decisions with Insight** means we trust the data to guide our EDEI initiatives.

## Reporting & Grievances

Employees have the right to pursue complaints concerning discrimination or victimization through our Grievance or Harassment Procedures. All complaints are investigated promptly and thoroughly, handled with confidentiality, and resolved fairly. Discrimination and victimization are treated as disciplinary offences, with serious breaches constituting gross misconduct that could result in summary dismissal.

## Management Responsibility

The Chief Operating Officer and Chief HR Officer are responsible for effective implementation of our EDEI arrangements. All managers ensure fair and equitable treatment, identify and remove systemic barriers, model inclusive behavior, and challenge discriminatory behavior promptly.

## Our Values in Action

Every employee is entitled to a working environment that promotes dignity and respect. No form of intimidation, bullying, or harassment will be tolerated. Training, development, and progression opportunities are available to all staff with tailored support. We identify and address barriers that may prevent certain groups from succeeding. All company policies are reviewed regularly to ensure they promote equality and remove discriminatory elements. Our staff do not discriminate against customers or clients in the provision of services.

## Commitment to Continuous Improvement

This policy is reviewed annually by our Chief HR Officer, with updates made more frequently if required by changes in legislation or best practice. Living our values of **Being Genuine** and **Stay Agile**, we are committed to creating a workplace where individual differences are recognized and valued, where everyone has the support, they need to succeed, and where we continuously improve by tackling challenges head-on and turning them into opportunities.

Document Name:	TCU-37	Version No:	1	Date:	October 1 2025	Review Date:	October 1 2026
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The Communications Platform



Document Name:	TCU-37	Version No:	1	Date:	October 1 2025	Review Date:	October 1 2026
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