

# Adora Digital Health

## Gender Equality and Gender Inclusion Policy

### Introduction

Adora Digital Health (Adora) is committed to fostering an inclusive and equitable workplace where all employees, regardless of gender, feel valued, respected, and empowered. This policy outlines our commitment to promoting gender equality and inclusivity in all aspects of our business operations, both in the UK and overseas. Adora will not tolerate any form of gender discrimination, harassment, or bias.

As a female founded company, Adora's Leadership team is dedicated to implementing effective measures to promote, monitor, and achieve gender equality and inclusivity.

### Scope

This policy applies to all employees and officers of Adora, as well as temporary workers, consultants, contractors, agents, and subsidiaries acting for, or on behalf of, Adora within the UK and overseas. Every employee and associated person is responsible for upholding the highest standards of conduct regarding gender equality and inclusivity. Any breach of this policy may result in serious disciplinary action and may cause significant damage to our reputation and standing.

### Policy Commitments

Adora is committed to the following principles to ensure gender equality and inclusivity:

- **Equal Opportunities:** We will provide equal opportunities in recruitment, promotion, training, and all other aspects of employment, ensuring that no individual is discriminated against based on gender.
- **Inclusive Workplace:** We will foster a workplace culture that respects and values gender diversity and inclusivity, promoting a safe and supportive environment for all employees.

- **Gender Pay Equity:** We are committed to closing the gender pay gap and ensuring fair and equitable compensation for all employees, regardless of gender.
- **Support and Development:** We will provide support and development opportunities tailored to the needs of all employees, promoting career advancement and professional growth.
- **Zero Tolerance for Harassment:** We will not tolerate any form of gender-based harassment, bullying, or discrimination. All complaints will be taken seriously and addressed promptly and effectively.
- **Work-Life Balance:** We are committed to promoting a healthy work-life balance through flexible working arrangements and family-friendly policies.
- **Gender Representation:** We aim to achieve balanced gender representation at all levels of the organisation, including leadership positions.

## Responsibilities

Employees and associated persons acting for, or on behalf of, Adora are required to:

- Familiarise themselves with and comply with this policy, including any future updates.
- Promote gender equality and inclusivity in their daily work and interactions.
- Report any instances of gender discrimination, harassment, or bias to Kirsty Smith, the Gender Equality Officer.
- Participate in training and development programs related to gender equality and inclusivity.
- Support colleagues in promoting a gender-inclusive culture.

## Recruitment and Promotion

**Principle:** Adora is committed to ensuring that our recruitment and promotion processes are free from gender bias and promote equal opportunities for all candidates. We will implement strategies to attract and retain a diverse workforce, ensuring that our hiring and promotion criteria are based solely on merit, skills, and experience.

**Procedure:**

- Job advertisements will be written in gender-neutral language and posted on platforms that reach a diverse audience.
- Recruitment panels will be trained in unconscious bias and gender equality.

- We will ensure that shortlisting and interview processes are conducted fairly and transparently.
- Promotion criteria will be clearly defined and communicated to all employees, ensuring equal opportunities for career advancement.

## Pay and Compensation

**Principle:** Adora is committed to ensuring pay equity across all genders. We will regularly review our compensation practices to identify and address any gender pay gaps. Our goal is to ensure that all employees are compensated fairly based on their role, experience, and performance.

**Procedure:**

- Conduct regular pay audits to identify and address any gender pay disparities.
- Ensure transparency in our compensation structure and criteria.
- Communicate our commitment to pay equity to all employees.
- Provide training to managers on fair pay practices and gender pay equity.

## Support and Development

**Principle:** Adora is dedicated to providing equal access to development opportunities for all employees. We will offer training, mentorship, and career development programs to support the professional growth of all employees, with a focus on empowering underrepresented genders.

**Procedure:**

- Implement mentorship programs to support career development for underrepresented genders.
- Encourage participation in professional networks and industry events.
- Provide regular feedback and development opportunities to all employees.

## Harassment and Discrimination

**Principle:** Adora has a zero-tolerance policy for any form of gender-based harassment, discrimination, or bullying. We are committed to creating a safe and respectful workplace for all employees. All complaints of harassment and discrimination will be taken seriously and addressed promptly and confidentially.

**Procedure:**

- Encourage employees to report any instances of harassment or discrimination to Kirsty Smith.
- Provide multiple reporting channels, including anonymous options.
- Conduct thorough and impartial investigations into all complaints.
- Take appropriate disciplinary action against those found to have engaged in harassment or discrimination.
- Offer support and resources to employees who experience harassment or discrimination.

## Work-Life Balance and Family-Friendly Policies

**Principle:** Adora is committed to supporting employees in achieving a healthy work-life balance. We will offer flexible working arrangements and family-friendly policies to support employees in managing their work and personal responsibilities.

**Procedure:**

- Offer flexible working hours and remote work options where possible.
- Provide parental leave and support for employees returning to work after parental leave.
- Offer childcare support and resources to employees.
- Promote a culture that values work-life balance and well-being.

## Gender Representation

**Principle:** Adora aims to achieve balanced gender representation at all levels of the organisation. We will implement strategies to promote gender diversity in leadership and decision-making roles.

**Procedure:**

- Set targets for gender representation at different levels of the organisation.
- Implement succession planning to identify and develop potential female leaders.
- Encourage and support female employees to pursue leadership roles.
- Monitor and report on progress towards gender representation targets.

## Reporting and Addressing Concerns

**Principle:** Adora depends on its employees and associated persons to maintain the highest standards of conduct regarding gender equality and inclusivity. Employees and associated persons are encouraged to report any concerns to Kirsty Smith as soon as possible. Issues that should be reported include:

- Instances of gender discrimination or bias.
- Concerns about gender-based harassment or bullying.
- Observations of practices that undermine gender equality and inclusivity.

**Procedure:** A form is available from Kirsty Smith to allow employees to record any incidents related to gender equality and inclusivity. Any such reports will be thoroughly and promptly investigated by Kirsty Smith in the strictest confidence. Employees and associated persons will be required to assist in any investigation.

## Support and Protection

Employees or associated persons who report concerns in good faith will be supported and will not be subjected to detrimental treatment as a consequence of their report. Any instances of detrimental treatment by a fellow employee because of a report will be treated as a disciplinary offence. An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority, employees and associated persons should report the matter to Kirsty Smith.

## Action by Adora

Adora will fully investigate any reported instances of gender discrimination, harassment, or bias. Employees suspected of such conduct may be suspended from their duties while the investigation is carried out. Proven allegations may result in disciplinary action, including dismissal. Contracts with associated persons who breach this policy may also be terminated.

## Review of Procedures and Training

Adora will regularly communicate its gender equality and inclusivity measures to employees and associated persons, and set up training sessions where applicable. Kirsty Smith is responsible for the implementation and monitoring of this policy. Employees are

encouraged to contact Kirsty Smith with any suggestions, comments, or feedback on how these procedures may be improved.

## Monitoring and Accountability

**Principle:** Adora will regularly monitor and review the effectiveness of its gender equality and inclusivity policies and procedures. We are committed to continuous improvement and will take corrective action where necessary to achieve our gender equality goals.

**Procedure:**

- Conduct regular surveys and feedback sessions to assess the effectiveness of our gender equality initiatives.
- Analyse data on gender representation, pay equity, and career progression.
- Review and update our policies and procedures based on feedback and best practices.
- Report on our progress towards gender equality goals to all employees.

## Contact Information

For any concerns, suggestions, or reports related to gender equality and inclusivity, please contact:

**Kirsty Smith** Gender Equality Officer Adora Digital Health

Email: [kirsty@adora.health](mailto:kirsty@adora.health)

## Conclusion

Adora Digital Health is dedicated to creating a workplace where gender equality and inclusivity are integral to our culture and operations. By adhering to this policy, we can ensure that every employee is treated with dignity and respect, and has the opportunity to succeed and thrive within our organization. Together, we can build a diverse and inclusive environment that drives innovation, collaboration, and success.

© 2024 Adora Digital Health.