

NEW LOOK

Equality, Diversity and Inclusion Policy

POLICY NUMBER	NL/POL/145
ISSUE DATE	23 RD January 2024
VERSION NUMBER	2
TERRITORIES COVERED	All
APPLICABLE TO	All
POLICY OWNER	People Director

1. Purpose

At New Look, we are united and guided by our purpose 'To inspire that New Look feeling'. Our belief in delivering 'fashion with values' isn't just limited to our team and customers but reflected across our entire business, and captured within one of our four values #weareone

We believe in creating a workplace that celebrates our differences and embraces the power of diversity and inclusion. This policy sets out the key principles of our commitment to Equality, Diversity and Inclusion (EDI) which is more than just a policy; it's the core of our culture. We're thrilled to have you as part of our team, and we want you to know that you are valued and respected, regardless of your background, beliefs, or characteristics.

Our vision is simple yet powerful: to foster an environment and culture where every individual is comfortable being their true, authentic selves. We aim to create a workplace where diversity is not only appreciated but celebrated, where everyone feels welcome, included, safe, and where every voice is heard.

2. Scope

This policy applies to all colleagues.

3. Responsibilities

As a colleague at New Look, we encourage you to embrace our values and actively contribute to our EDI efforts. Be open-minded, inclusive and supportive of your colleagues.

Celebrate our differences and help us create a workplace that's truly exceptional. We all have a responsibility to behave in a way that is respectful of other colleagues and to understand that our views and opinions may not always be the same as our colleagues.

Here are some things you can do to help create an inclusive workplace:

- Be open minded and supportive, listen to and respect your colleagues' points of view and feelings and help them understand yours
- If you ever see inappropriate behaviour, challenge or report it
- Challenge or report behaviour that is disrespectful, harmful or inappropriate
- If you challenge others, do so in a respectful way
- Be aware of each other's different cultures and customs, respecting the benefits that diversity can bring and learn about/value their input
- Respect the privacy and confidentiality of colleagues and customers
- Deal with customers, colleagues, and suppliers in an ethical and lawful way and with respect at all times
- Look for solutions to problems and try to resolve issues constructively
- Take responsibility for your own actions

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4. Core Policy

Our Commitment:

Equal Opportunities: We will provide equal opportunities for all, from recruitment and training to career development and promotion. Discrimination based on age, gender, race, religion, sexual orientation, disability, or any other protected characteristic will not be tolerated.

Inclusivity: We will create an inclusive environment where everyone feels respected, appreciated and valued. Our goal is to identify and breakdown any barriers or biases, ensuring everyone has an equal chance to thrive.

Fair Pay: We're committed to fair compensation, regardless of your gender, ethnicity, or any other personal characteristic. Our reward systems will be equitable and impartial.

Training and Development: We'll provide opportunities for personal and professional growth for every member of our team. Your potential is our priority.

Zero Tolerance: Discrimination, harassment, or any form of unfair treatment will not be tolerated. If you encounter such behaviour or witness it, please speak up. We have a reporting system in place to address any concerns, and you can expect your concerns to be treated with respect and confidentiality. Please refer to the below Grievance and Whistleblowing policies which detail the routes to share any concerns, via your manager, Employee Relations or if necessary, the confidential Whistleblowing Hotline (detailed in Whistleblowing policy).

6. Reference Documents

- Recruitment Policy
- Grievance Policy
- Disciplinary Policy and Procedure
- Whistleblowing Policy

7. Contacts

Please speak to your line manager or contact the below for any further information or support:

Employee Relations team

E-mail: hr@newlook.com

Phone: 01305 765544 option 2 option 2

Inclusion

E-mail: Inclusion@newlook.com

We will review the policy at reasonable intervals to check that it meets both our legal obligations and requirements as a business for you. This procedure does not form part of the employment contract and is maintained and applied at our discretion. Any changes will go through the usual sign-off process.