



POL-155: VM GROUP DIVERSITY EQUITY AND INCLUSION POLICY

Effective Date: June 30, 2022

Reach of Policy: VM Group

Date Approved: May 26, 2022

Scope: This policy governs all Team Members of the VM Group

Recalls/Retires: N/A

Also see: POL-140:VM Group Respectful Workplace Policy, POL-152:VM Group Hybrid Remote Flexible Work Arrangement Policy; VM Group Occupational Health and Safety (OSH) Policy; Code of Business Ethics and Conduct Policy; Whistleblowers Policy; Grievance Policy; Disciplinary Policy.



1 Introduction


The VM Group (VM) is built on the pillars of empowerment, diversity, and inclusivity, having been founded by a group of clergymen who imagined a better reality for the hardworking men and women of Jamaica who were being excluded from financial empowerment opportunities.

Our Founders believed that everyone who was willing to work hard, and exercise discipline should be afforded the same opportunities regardless of economic and social circumstances.

The VM of today continues to be a champion of inclusion and purposefully executes on its mission to uplift its Team Members, Members, Clients and Customers to achieve financial wellbeing irrespective of religion, age, race, gender, or socio-economic background.

We are committed to Transforming Lives.

VM acts with integrity, providing a positive, Member Focused experience for all through our innovative and caring Team. Our actions reflect our strident adherence to our Core Values of Member Focus, Innovation, Integrity, Teamwork & Excellence.

As an Employer of choice and a Great Place to Work,  the VM Group continues to make strides as a preferred place of work with an engaged, talented, and caring team who listen, collaborate and innovate while delivering superior products and services.

Our Employee Value Proposition (EVP)

We are committed to being an Employer of Choice, supported by robust Talent and Career Development Programmes structured to promote job fulfillment and professional growth, while aggressively pursuing home ownership for our Team Members. We are dedicated to the highest levels of productivity across our Group, driven by a common purpose and sense of belonging, as one Empowered, Results-driven Team, consistently delivering an excellent Member experience.



1.1 Scope of Policy

This policy applies to all Team Members and Board of Directors of the Victoria Mutual (VM) Group. (Subject to approval)

The Policy furthers VM Group's longstanding commitment to nurturing a diverse and inclusive workforce which leverages the unique backgrounds and characteristics of all Team Members to contribute to the organization's success.

1.2 Policy Objectives

The aim of this policy is to support an inclusive workplace that harnesses the power of diversity for sustainable competitive advantage, economic growth, and societal progress; where Team Members from different backgrounds may function without any barriers and are provided with opportunities to participate, develop and contribute freely and equitably in attaining our Key Results:

- Organisational culture of diversity, equity, and inclusion of all stakeholders; one that is respectful of the individuality of Team Members and supportive of different ways of thinking.
- A workplace with zero tolerance for discrimination, harassment, and intimidation; a safe and trusting work environment which holds Team Members accountable for their actions.
- A workplace and workforce that embody the basic tenets of respect, integrity, equality, creativity, inclusivity, flexibility, and resilience.
- To foster awareness around the importance of diversity, equity, and inclusion in the workplace.



1.3 Diversity, Equity, and Inclusion Goals

1. Attract, develop, motivate, and retain a talented and diverse workforce aligned to our purpose of Transforming Lives and improving the financial well-being of all.
2. Proactive integration of VM Group's Culture of Accountability where Team Members create experiences that demonstrate a "See It, Own It, Solve It, Do It" mindset to achieve our Key Results. (R2)
3. Provide a working environment that is healthy, safe, and inclusive; one that supports the emotional, physical, and mental well-being our Team Members where they feel valued and have a sense of belonging.
4. Ensure that our Human Resources Policies, procedures, and practices provide equal opportunity for advancement; fair and transparent performance evaluations, and opportunities to learn and grow.

1.4 Policy Owner

This Policy is jointly owned by the VM Group Chief Human Resources Officer, and the Assistant Vice President, Group Corporate Affairs and Communications, and will be reviewed at least once every two years, except where there are circumstances impacting the financial sector which may result in a change of the Review Period. Such change shall be documented and supported with the reasons for the change.



2 Policy Statements

1. We will align our Business strategy of **Growth, Innovation and Resilience** with our DEI Strategy and design initiatives and a measurement system to track our evolution as a Diverse organisation.
2. We have no tolerance for harassment or any form of discrimination and will promote a workplace where our Team Members demonstrate behaviours consistent with our Core Values and Cultural Beliefs.
3. We are committed to a respectful work environment where the diverse experiences and talents of our Team Members are valued, and all perspectives openly shared and considered as we work together to achieve business objectives.
4. We will provide flexible work arrangements with schedules that support the varying needs of our Team Members and facilitate improved work/life balance, mental well-being, and increased productivity.
5. We will provide training programmes and learning opportunities to support the DEI Strategy of the VM Group and manage unconscious biases.
6. An agile approach will be used to roll out the DEI Strategy supported by the VM Group's Change Management and Culture of Accountability frameworks.
7. We will ensure that the VM Employer Brand represents a culturally diverse and inclusive organisation through our respective communication channels internally and externally.
8. The VM Group will not discriminate against a person with a disability who is otherwise qualified for Employment.



3 Roles and Responsibilities

3.1 Senior Leaders

Our Senior Leaders will ensure the following:

1. Provide leadership and promote an understanding of the importance of Diversity, Equity, and Inclusion as part of our Transformation journey.
2. The Diversity Equity and Inclusion (DEI) strategy is aligned with the strategic objectives of the VM Group and organisation's culture.
3. Ensure that DEI Initiatives undertaken generate value to Team Members/Members, Clients, and Customers of the VM Group.
4. Promote policies and procedures that support a culture of Diversity, Equity, and Inclusion.
5. Complete Diversity Management Training Programmes.



3.2 VM Group's Diversity, Equity, and Inclusion Steering Committee

This Committee will be led by an Executive Diversity Champion and supported by a cross section of Team Members who are willing to:

1. Undertake the required action to develop and implement the VM Group's DEI Initiatives.
2. Design systems, processes and procedures aligned with the DEI Initiatives.
3. Monitor, evaluate and provide regular reports on VM Group's evolution as a diverse and inclusive organization.

3.3 Group Human Resources

The Group Human Resources Department will:

1. Review and revise related policies that impact diversity, equity, and inclusion.
2. Establish a monitoring and documentation system for all complaints or observed policy breaches.
3. Provide access to Diversity, Equity, and Inclusion Training Programmes for all VM Team Members.
4. Ensure that Team Members are fairly represented on relevant VM resource groups, including committees and organisational initiatives, thereby facilitating diversity in thoughts and perspectives and inclusivity of a wider group.
5. Actively communicate our (DEI) strategies and policies with Team Members, stakeholders, and the wider community while incorporating tenets of diversity, equity and inclusion as intractable components of VM's Employer Branding.
6. Support the implementation of the VM Group's Diversity, Equity, and Inclusion (DEI) Action Plan.



3.4 Managers

1. Complete Diversity Management Training Programmes.
2. Lead the Diversity, Equity, and Inclusion programme of the VM Group and actively support and contribute to the implementation of this policy, including its goals and objectives.
3. Display behaviours that reflect openness and understanding of diverse perspectives and support inclusivity.
4. Provide a supportive workplace that positively shapes the VMers' perceptions and feelings through active commitment to VM's DEI strategies and programmes.



3.5 Team Members

Team Members are encouraged to:

1. Participate in all Diversity, Equity and Inclusion training programmes offered by the VM Group.
2. Monitor their individual behaviours to ensure that all interactions with other VMer's, Members, Clients and Customers are in alignment with the VM Group's policies and procedures.
3. To become champions of Diversity, Equity, and Inclusion within the VM Group.
4. Report on any suspicion of discrimination, harassment, or any behaviour which is not in support of the VM Group's values and policies. This should be done through the appropriate channels provided by the organisation.
5. Ensure that they are fully aware of and vested in the provisions of the (DEI).



4 Adherence to Policy

All Team Members are required to adhere to this Policy and other related policies of the VM Group. It is understood that failure to do so will be considered just cause for disciplinary action up to and including termination of employment for cause as appropriate in keeping with the VM Disciplinary Code.



5 Dissemination

The effective implementation of this procedural document will support openness and transparency.

The VM Group will:

- Ensure all Team Members and stakeholders have access to a copy of this procedural document via the organization's website and intranet
- Communicate with Team Members any relevant action to be taken via Information Bulletin or Meetings.
- All Team Members will receive a copy of this policy during the orientation process.
- This policy is easily accessible by all Team Members of the organization.
- Team Members are informed when a particular activity aligns with this policy.
- Team Members are empowered to actively contribute and provide feedback to this policy.
- Team Members are notified of all changes to this policy.



6 Training

All Team Members will be required to complete Diversity, Equity, and Inclusion (DEI) training programmes. These programmes will be designed to develop a greater sensitivity to the opportunities and challenges of working in an increasingly dynamic and diverse organization. By emphasizing accountability during training, we will stay committed to ensuring that the increased awareness, knowledge, skills, and abilities garnered will translate into actions that will further the VM Group's DEI Programme.

Diversity Management courses will be offered to Senior Leaders, Managers and Supervisors to equip them with the Knowledge, Skills and Abilities to manage diverse teams effectively, ultimately fostering an inclusive work environment.



7 Legal Framework

VM Policies are subject to the applicable laws of the jurisdictions within which VM has its operations. In the event that the policy is inconsistent with any such laws, then VM will be guided by the legal requirements in that particular jurisdiction and will apply those legal standards and conditions as required.

The Government of Jamaica has passed laws to which the VM Group as a responsible Model Corporate Citizen fully adheres. These include but are not limited to the Employment (Equal Pay for Men and Women) Act 1975; Occupational Health and Safety Act (2017); The Sexual Harassment (Protection and Prevention) Act (2021); and the Disabilities Act (2014). The VM Group operates in other jurisdictions where employment laws may vary. VM remains guided by applicable laws in all jurisdictions.