



GuardCap Asset Management Limited ("GuardCap")

Diversity, Equity, and Inclusion Policy

October 2023

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Diversity, Equity, and Inclusion Policy

Introduction

At GuardCap, we believe that diversity and inclusion are fundamental values that drive innovation, foster creativity, and create a positive work environment. We are committed to cultivating a diverse, and inclusive workplace where every individual is respected, valued, and has an equal opportunity to succeed. This Diversity and Inclusion Policy outlines our commitment to promoting diversity, equity, and inclusion across all aspects of our company.

Purpose

The purpose of this policy is to:

Foster a workplace culture that embraces and values diversity, ensuring that all employees, whether temporary, part time or full time, are treated fairly, respectfully, and without discrimination.

Create an inclusive environment that encourages employees to bring their authentic selves to work, where individual differences are celebrated and leveraged to drive success.

Promote equal opportunities for all employees, including recruitment, pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, requests for flexible working, career development, training, and advancement, irrespective of their race, colour, ethnicity, nationality, gender, gender identity, sexual orientation, marital status, age, religion, disability, or any other characteristic protected by applicable law.

Commitment to Diversity and Inclusion

Leadership Commitment: Our leadership team is committed to championing diversity, equity and inclusion and ensuring they are integrated into our company's values, policies, and practices.

Employee Engagement: We encourage all employees to actively contribute to creating an inclusive workplace by embracing diversity and treating each other with respect.

Recruitment and Hiring

Fair and Equitable Process: We are committed to a fair and equitable recruitment process that attracts a diverse pool of candidates. We will evaluate candidates based on their skills, qualifications, and potential, ensuring that no individual is discriminated against based on protected characteristics.

Equal Opportunities and Advancement

Training and Career Development: We provide equal opportunities for training, professional growth and advancement to all employees, based on merit and performance, without discrimination.



Inclusive Work Environment

Respect and Dignity: We foster a culture of respect, dignity, and inclusivity, where all employees are treated with fairness and kindness, and harassment or discrimination of any kind is not tolerated.

Accessibility and Accommodations: We strive to provide an accessible workplace for individuals with disabilities, making reasonable accommodations to ensure equal participation and opportunities.

Compliance and Accountability

Compliance with Laws: We adhere to all applicable laws and regulations regarding equal employment opportunities, diversity, and non-discrimination.

Accountability: All employees are responsible for upholding the principles of this policy and creating an inclusive work environment. Violations of this policy may result in disciplinary action, up to and including termination.

Policy Review

This policy will be periodically reviewed and updated to ensure its effectiveness, relevance, and alignment with best practices in diversity and inclusion and any changes in the law.

