

Siometrix

Diversity, Equity & Inclusion Policy

Overview

This DEI policy is adapted from the UCLI DEI policy. These policies may change from time to time to reflect Siometrix's environment.

A. Values

Commitment to diversity: Siometrix best serves its clients when we foster a diverse, equitable, and inclusive workplace. We value – and our clients benefit from having – the perspectives of people with different backgrounds and experiences. Siometrix promotes diversity, equity, and inclusion by participating in local initiatives, encouraging its members to join and support affinity groups, and implementing internal policies and practices to ensure that each individual has an equal opportunity to succeed regardless of background and identity.

Siometrix has diligently and deliberately worked to promote diversity throughout the organisation, ensuring that each individual has an equal opportunity for employment and success regardless of background and identity. Siometrix has dedicated itself to the principle that the quality of its work and its continued growth are enhanced by intentionally attracting and including highly qualified diverse employees who understand and can relate to the diverse backgrounds of the clients and communities Siometrix serves.¹

B. Recruitment & Hiring

Our organisation performs better when it considers the perspectives of individuals with different backgrounds and fosters an overall culture that is equitable and inclusive, which includes providing reasonable accommodations as needed. We recruit diverse candidates by seeking out diverse applicant slates from various sources. We retain diverse candidates by fostering a culture of equity and inclusiveness. We work closely with our clients to create diverse teams for client matters. To that end, when a position becomes available, we utilise the following practices for recruiting diverse candidates, in addition to commonly used channels:

1. Notifying both internal and external recruiters that we are seeking a diverse applicant pool and advertising the positions for employees, lateral hires, and staff through local and national affinity groups;
2. Striving to have at least 25% of the applicant pool come from diverse backgrounds. If this objective is not met during the initial round of applications, make a more directed effort to achieve this percentage;

¹ Adapted from Gallivan, White & Boyd's Diversity Policy



3. Including diverse interviewers on our interview panels;
4. Providing interviewers with training to help mitigate implicit bias and ensure that they are sensitive and aware of our organisation's goals regarding diversity, equity, and inclusion; and
5. Including references to Siometrix's diversity policies in its materials to advertise the position.

C. Retention & Workplace Inclusiveness²

Creating a Culture of Equity and Inclusivity: Our organisation understands that to build an equitable, inclusive, diverse workplace, we must implement measures that facilitate the retention of people with diverse backgrounds. To that end, our organisation promises to:

1. Host regular required annual implicit bias, bias interrupter, and workplace inclusiveness training for all of our employees; and
2. Actively encourage the well-being and mindfulness of our employees, including diverse employees whose particular experiences may warrant individualised support. This commitment includes providing reasonable accommodations as needed.

Inclusion & Belonging Guiding Principles: By investing in an inclusive culture, we will attract the best and brightest talent, leading to more innovative solutions for our valued customers. Building and sustaining an inclusive and diverse culture is essential for business success, and it is the right thing to do. This inclusion policy is further detailed below:

- We believe in an inclusive work environment where employees are welcomed, valued, respected, and heard.
- We believe that employees will be provided with a safe work environment.
- We believe that diversity brings strength.
- We believe in equality of opportunity, free from discrimination.
- We believe in hiring and promoting the most qualified candidate.
- We believe in employee development at all levels of the organisation.
- We believe in the power of belonging as an integral component in achieving diversity & inclusion and business success.³

Commitment to Continued Progress on Diversity & Inclusion Matters: We will continue to make our workplaces trusting places to have complex and sometimes difficult conversations about diversity and inclusion: We will create and maintain environments, platforms, and forums where our people feel comfortable reaching out to their colleagues to gain greater awareness of each other's experiences and perspectives. By encouraging an ongoing dialogue and not tolerating any incongruence with these values of openness, we are building trust, encouraging compassion and open-mindedness, and reinforcing our commitment to a culture of inclusivity.

² See [Ballard Spahr](#) for additional diversity and inclusion policies.

³ Adapted from Larry H. Miller Sports and Entertainment Diversity, Inclusion, and Belonging Policy with the addition of reasonable accommodations.



We will implement and expand unconscious bias education: Experts tell us that we all have unconscious biases -- that is human nature. Unconscious bias education enables individuals to begin recognising, acknowledging, and therefore minimising any potential blind spots they might have but weren't aware of previously. We will commit to rolling out and/or expanding unconscious bias education within our companies in the form that best fits our specific culture and business. By helping our employees recognise and minimise their blind spots, we aim to facilitate more open and honest conversations.

We will share best—and unsuccessful—practices: Siometrix has established programs and initiatives around diversity and inclusion. We will commit to helping Canberra's diversity strategies by sharing our efforts and initiatives with others.

We will create and share strategic inclusion and diversity plans with our board of directors. We will work with our board of directors (or equivalent governing bodies) through the development and evaluation of concrete, strategic action plans to prioritise and drive accountability around diversity and inclusion.

We will create a workplace environment that reflects a healthy disposition toward difference by:

1. Providing ongoing and relevant training to employees and client-facing staff on how to exhibit and encourage behaviour that exemplifies our values of civility and respect;
2. Establishing and promoting workplace culture expectations that all employees and visiting guests are made aware of and make commitments to follow; and
3. Motivating and empowering employees to take responsibility for their actions and to help positively influence the behaviour and civility of their fellow employees;
4. Sharing and implementing methods to best create a culture of accountability and respect when it comes to issues of diversity and inclusivity.⁴

Alternative Work Arrangements: Our organisation recognises that its employees have responsibilities outside of the Siometrix that may affect their number of billable hours or collections and that the needs of individual employees may vary. Upon request, our organisation will work with any individual to identify an annual billable hour or collection requirement that is less than the organisation's standard while ensuring that such person is compensated proportionately for their time and contributions.

People who take advantage of the preceding policies shall be treated with respect and as valuable and contributing members of the organisation. They shall continue to have opportunities to participate in the organisation's governance. A coordinator shall be assigned to help coordinate assignments in a manner that ensures the person on flex-time is still being provided with meaningful opportunities to develop their skills and practice to ensure the success of the person who participates in the preceding programs,

⁴ Adapted from the [CEO Action Pledge](#) with no significant alterations



D. Professional Development & Advancement

Demonstrated Commitment to Growth & Success: Our organisation provides a viable path for all employees to participate in our leadership. In addition to objective criteria, we consider work quality, efficiency, client base, client satisfaction, positive workplace attitude, and services to the organisation and community in making decisions regarding participating in the organisation's leadership.

Mentoring: The organisation also assigns all employees a mentor upon request to help facilitate growth and development.

The organisation incentivises participation in the employee mentor program and informal mentoring by giving mentors billable credit for any time spent with mentees, using mentor service as a bonus criterion. Such mentoring incentives should be structured to encourage organisational leaders to interact with employees. For example, for informal mentoring lunches, the mentor will only be allowed to charge the lunch to the organisation if s/he has gone to lunch with a certain number of mentees since the last time the mentor charged the lunch to the organisation for that mentee. The overarching goal of this policy is to create an inclusive environment committed to providing equal access to opportunities for growth.

Performance Reviews: Any performance reviews will be completed constructively, collaboratively, and fairly. The organisation shall make tools available to employees to improve their performance, such as individualised performance improvement plans, business development workshops, career coaches, and speakers.

Diversity in Leadership: Our organisation encourages employees of all backgrounds to succeed. To this end, we adopt the following measures regarding diversity in our leadership:

1. For all leadership positions and activities, we strive to have at least 20% of those interviewed or considered to have a diverse background.
2. We have a plan (or will have it by January 1, 2024) with specific steps for achieving the preceding goal.
3. Job descriptions for the leadership positions and activities shall be created and posted in a way that ensures that the processes for election and/or appointment to these roles are transparent and accessible to all eligible employees.

Training: We have partnered with various organisations to deliver employee diversity-based training. These may be updated from time to time. Currently, we use

1. <https://www.neurodiversityhub.org/training> --- for neuro-diversity training
2. <https://leadersforgood.org/> --- for diversity training

E. Participation & Support of Affinity Groups

Our organisation understands that to have a more diverse and inclusive workplace, we must work with other like-minded organisations. Our organisation encourages its shareholders and employees to become active members of, leaders in, and mentors within these groups. We commit to



supporting these groups by actively encouraging our members to attend the events hosted by these organisations, co-sponsoring related events and programming, and remaining dedicated to continued collaboration to improve the state of diversity, equity, and inclusion in our profession and industry.

Diversity Hours Policy: Siometrix will recognise 25 hours of diversity time each year for employees as if such hours are billable. Qualifying diversity activities include, but are not necessarily limited to:

- Attending internal and external diversity educational sessions;
- Presenting on diversity and inclusion topics serving on organisation-wide or office diversity and inclusion committees participating in the organisation's internal affinity groups;
- Holding a leadership role in a local or national affinity bar association or another diversity organisation;
- Organising or attending diversity-related events;
- Participating in recruiting efforts targeted at diverse candidates;
- Volunteering for affinity groups;
- Mentoring diverse employees; and
- Representing Siometrix at client-facing diversity events or training.⁵

⁵ Adapted from the [Dorsey & Whitney's Diversity Hours Policy](#) with no significant alterations

