



# CIX Diversity & Inclusion Policy

Version 1 (effective 28 Aug 2023)

## 1. Scope and Objective

- 1.1 At CIX, we value diversity at all levels of our company. Our aim is to ensure that our business policies and processes are non-discriminatory, promote diversity and inclusion and create a workplace environment where the uniqueness of individuals is valued – a place where every employee feels empowered to be themselves and reach their full potential.
- 1.2 We value a diverse, inclusive and equitable workplace as an important competitive advantage to foster creativity and innovation. The unique contributions of a diverse workforce not only improve our service and products for our clients, but also drive the success of our business.
- 1.3 To us, diversity encompasses differences in dimensions such as, but not limited to, gender, ethnicity, nationality, age, religion, language, sexual orientation, family status, physical and mental ability, education and experience. We are committed to a workplace that is free from discrimination, harassment, bullying and victimisation, and ensuring that all employees are treated fairly and with respect.
- 1.4 To achieve a diverse and inclusive environment with equal opportunities for all our employees, we support the following practices and programs.

## 2. Recruitment

- 2.1 We recognize the value of recruiting employees with different backgrounds and experience.
- 2.2 As an equal opportunity employer, we strive for an objective and discrimination free process which identifies candidates based on merit of their qualifications against job requirements, such as suitable knowledge, skills or experience, regardless of age, race, gender, religion, marital status, family responsibilities, or disability.

## 3. Remuneration

- 3.1 We strive to achieve equity in remuneration for all genders undertaking work of equal value, taking into consideration position, performance, and market considerations.

## 4. Career Development

- 4.1 We reward on merit, where employees are promoted on the basis of their performance. All managers are trained in managing diversity to ensure employees are treated fairly and evaluated objectively.

## 5. Equal Opportunity Training

- 5.1 We are committed to support continuous learning for employees at all levels where ever possible. All employees are eligible for this policy, without discriminating against position or protected characteristics.
- 5.2 By 2024, provide ongoing training including unconscious bias and diversity in hiring to all hiring managers.

## 6. Flexibility

- 6.1 We support a flexible working policy to support the individual and diverse needs of our team members. CIX Employees can find out more information in the CIX Employee Handbook.

## 7. Employee Consultation

- 7.1 We conduct a 360 review annually as part of our performance management framework.
- 7.2 We intend to survey employees regularly to monitor employee engagement and gather feedback on our culture values.
- 7.3 HR conducts stay interviews with new joiners and exit interviews as well for qualitative feedback on employee experience.

8. Reporting Framework & Measurements

- 8.1 We have set ourselves the following Diversity and Inclusion targets, which will be actively monitored and regularly reviewed by the CIX Leadership Team and Board of Directors. We will strive to address any significant deviation from these targets proactively, and on a case-by-case basis.
- 25% female representation on our leadership team by 2025 (attained)
  - Maintain over 40% female representation across the company
  - To appoint Head of HR (Audrey Low) as the D&I representative, and trained by Q12024
  - 100% of employees to complete diversity and inclusion training by 2024

9. Governance

- 9.1 This policy is owned by the office of the COO / HR and shall be reviewed on an annual basis to ensure the policy remains relevant and up to date with applicable law and regulation.

# Document Revision History

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Version No.	Date	Summary of Changes
001	28 Aug 2023	Initial Version