

# Cultivate

## Cultivate Policies – Temporary Employees

### Diversity, Inclusion & Equity Statement

Cultivate is committed to creating an inclusive, tolerant, fair, and psychologically safe workplace. We celebrate multiple approaches and points of view.

Cultivate embraces individuality, celebrates diversity, and supports equity through every interaction with colleagues, candidates, clients, and networks. This applies to all forms of diversity, including neurodiversity, and we will employ and promote you based on your abilities, rather than any perceived disabilities. We are committed to continued learning in this area, alongside altering our practices where needed to ensure everyone feels valued and accepted, during every interaction with Cultivate. We believe harnessing cognitive diversity drives innovation, which allows us to constantly evolve the way we help people grow and thrive by connecting potential and opportunity.

Our company values strongly represent and portray our stance on Diversity, Inclusion and Equity - be you, champion different, own it, do right by people, be humble and have fun. We encourage people to bring their whole, authentic selves to work and in return we commit to creating and nurturing a culture of respect, acceptance, and equality, for both seen and unseen uniqueness.

### Discrimination, Bullying & Harassment Policy

We are committed to creating a positive and inclusive workplace culture that does not tolerate discrimination, bullying, exclusion or harassment in any form whilst on assignment or in the Cultivate offices (this includes via social media, and any other type of cyber bullying, discrimination, or harassment) This policy applies to all Cultivate people employees, contractors, customers, clients, visitors, and other stakeholders.

If you are unhappy or uncomfortable due to the behaviour of another person towards you or someone else whilst on assignment with Cultivate, and you think there may be discrimination, bullying or harassment going on, please speak to your Cultivate Consultant immediately. Please ensure you thoroughly document as much detail as possible, depending on the situation (time, location, people involved) as this will assist in any potential investigations so we can support you in the best way we can.

Breaching these terms may result in disciplinary action, which may include the ending of your employment, and/or be treated as serious misconduct, and may have legal consequences.

Examples of what discrimination, bullying and harassment is not:

- Ending an assignment as per the terms under clause 3 in your CEA, or the inability to offer ongoing work, given you are being employed on a casual "as required" basis, which means Cultivate will only offer work as and when it is available.
- Legitimate feedback about behaviour or work performance (expressed in a respectful and professional manner);
- Issuing reasonable instructions in line with delegated authority and expecting them to be carried out;
- Warning or taking disciplinary action in line with legitimate performance management procedures or potential breaches of your agreement;
- One-off or occasional and infrequent instances of genuine forgetfulness, rudeness or tactlessness - this may still need to be addressed however.

**Dated | 19th December 2024**

**Subject to change at Cultivate discretion at any time. Any changes or amendments to policies will be communicated with you ahead of the change.**

# Cultivate

## Business Interruption Policy

Cultivate recognises that there may be events beyond its control that cause major disruption to the workplace. These events may cause excruciating circumstances that impact the ability for us, and/or our clients, to conduct normal business, or they could be events that may create a serious risk to health and safety.

The following are non-exhaustive definitions that apply to this policy, which may impact the ability of your role to be performed:

- **Business Interruption:** An event which renders the business unable to operate, creates reduced capacity to operate, and/or prevents the business from engaging in normal trade;
- **Emergency:** An unexpected event or incident which poses immediate risk to health, life, property and/or the environment, that requires immediate attention in order to prevent the situation from worsening.
- **Disaster:** A sudden event which may be due to natural or man-made causes that results in significant damage, loss, risk to health and safety or destruction.
- **Pandemic:** An epidemic of an infectious disease, resulting in government directed lockdown, or a reduction in workplace inhabitation or continuity due to risks associated/Government mandates.

Depending on the individual event and unique situation, Cultivate or our client may need to consider any of the following options, in terms of managing a situation involving Business Interruption:

- If you are impacted getting to, or staying at work, outside of both yours and our client's control, Cultivate and our client may offer an alternative work arrangement for that day. If that is not viable and you cannot complete your normal daily hours, it is at the sole discretion of our client to pay you for any hours you may have expected to work that day.
- Working from home arrangements or directing work to be performed from an alternative site/location - if work is still available and can be performed.
- Options to take leave (paid or unpaid) if the role may not be successfully performed remotely, or due to not having access to the tools/resources needed to perform the role remotely and/or from another site/location.
- Mutually agreed variations to terms and conditions of employment. For example - reduction in hours of work and/or pay, or on agreed period of paid or unpaid leave until the role can be performed again, set by a certain date or when an event occurs.
- Redeployment and as a last resort, an earlier end date set for the assignment or immediate conclusion of your assignment as per clause 32.1 in your agreement if the above options have been deemed unsuitable for the assignment by our client.

As you are employed on a casual, "as required" basis, Cultivate will work with you if your assignment and/or the continuation of your assignment is impacted. Where you make yourself unavailable for any of the alternative options provided, any break in service will be unpaid.

# Cultivate

## Fraud, Corruption & Anti-Bribery Policy

Cultivate is committed to preventing, detecting, and responding to fraud and corruption with a zero-tolerance approach. This applies to all Cultivate employees, contractors, customers, clients, visitors, and other stakeholders.

If you become aware of any such suspected behaviour or breaches, please contact your Cultivate Consultant or a Director in the first instance, to allow a fair and good faith investigation process to be undertaken, depending on the severity of the potential breach.

Whilst placed on site with Cultivate clients during your assignment, or any time spent working from home in an assignment or in the Cultivate offices, you agree to adhere to both Cultivate's and the client you are based at policies and standards around fraud, corruption and anti-bribery (or anything similar)

If you see, are aware of or suspicious of any of the below behaviour, please get in touch with your Cultivate Consultant or one of the Directors immediately

- Deliberate deception to receive unfair or unlawful gain.
- Dishonesty around past employment or information that applies to your Job suitability
- Dishonesty when onsite with clients, in particular when withholding vital business information
- Unknowingly retaining and/or using Cultivate's or our clients IP, data, records, or materials.
- Using power to coerce or bribe for unlawful or unjust gain.

# Cultivate

## Health & Safety Policy

During your time in your assignment, whether you are onsite or based at home, Cultivate is committed to ensuring all work activities are conducted in a way to keep you and others free from harm in the workplace. We are both required to meet our obligations under the Health and Safety at Work Act 2015.

To achieve this commitment, Cultivate agrees to:

- Ensure that any potential workplaces where you may be placed are safe and free from manageable risks, or any potential risks or hazards are pointed out to you and evaluated.
- Notify you of any PPE requirements prior to commencement.
- Have an accessible incident reporting process where you and your onsite manager in your workplace can notify Cultivate of any workplace health and safety incidents, which can be accessed by contacting your Cultivate Consultant as soon as something may occur

To achieve this commitment, You agree to:

- Adhere to the onsite Health and Safety policies and procedures of any workplace or site you are based at through Cultivate. Failure to adequately comply with these can be considered serious misconduct.
- You will take reasonable care and responsibility to look after your own health and safety at work, your fitness for work, and the health and safety of others.
- If working from home or from the office, you will ensure you access to an appropriate workspace, that is set up suitability for comfort and free from hazards – see below image for reference.
- You have told Cultivate about any existing physical and/or health conditions that may be worsened by doing the job or may affect your ability to do the job.
- Consult with your manager at any time you see a potential workplace hazard
- If an incident occurs, you will follow the onsite procedures and policies for any risk/injury/harm that may happen to yourself or anyone around you in the workplace.
- Report any incident to Cultivate immediately by contacting your Cultivate Consultant.

### Incorrect Workstation Set-up

Monitor positioned too low/high

Leaning forward and slouched posture

Resting forearm on desk and reaching to use keyboard

Desk not the correct height to get legs underneath

Feet not touching the floor



### Correct Workstation Set-up

Top of monitor positioned in line with eye sight

Upright posture, straight back, shoulders relaxed

Keyboard and mouse within reach

Legs under desk and knees at a 90 degree angle

Feet resting on floor or a foot stand



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Dated | 19th December 2024

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## Flexible Working Policy

The opportunity to work flexibly on any assignment i.e start / finish times, working from home or remotely, is down to the sole discretion of your manager and Cultivate. If at any time you are being considered for flexible working arrangements during your assignment this must be discussed with Cultivate prior.

When you are Working from Home, you agree to:

- Ensuring the Health & Safety Policy is followed, including a functional and practical workspace
- Perform your normal working duties in a timely and professional manner without undue interruption
- Ensure your location doesn't inhibit your ability to connect with colleagues, customers or stakeholders when needed
- High speed wifi, data and phone access are fully operational
- Maintain the technology and other tools to perform your role, such as laptop, phone and chargers
- Keep safe and take care of the technology and tools provided by our client. Please see further details in your agreement around your responsibility of workplace tools provided to you
- Ensure your remote working space allows for adherence to privacy standards i.e. information can be kept confidential and not accessible to others and/or any other policies that apply to your employment with Cultivate and client specific policies
- Follow all applicable Work from Home policies or similar directives associated with your assignment/company where you are working

Important to note: Should your remote place of work become impracticable, unsafe, or inaccessible temporarily due to construction, utilities outage or another fault you will need to make yourself available to work from the office instead for this period. This also applies to any instances where performance is not satisfactory, or our client revokes flexible working for any reason.

## Mental Wellbeing Policy

As your employer, we will do the following whilst on assignment to support your mental wellbeing:

- Check in with you and your onsite manager throughout your assignment, to ascertain feedback, coaching and support areas that we can assist with if required
- Make sure you understand what is expected of you at work - in your work tasks and acceptable behaviour.
- Not tolerate bullying, harassment, or discriminatory behaviour.
- Provide support services you can access easily and discreetly - please contact your consultant for more information.

You can do a lot to protect your own mental wellbeing at work. This includes taking your breaks, eating well and speaking up to your Cultivate Consultant if you are feeling overwhelmed, unsure or in need of support. If you are feeling overwhelmed, distressed or encountering mental wellbeing concerns in the workplace or outside the workplace, which are impacting you and your ability to attend or perform your normal duties at work, you're required to notify your consultant of this as soon as possible.

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# Cultivate

## Alcohol & Drug Policy

We expect you not to arrive to your assignment/workplace under the influence of or affected by alcohol, prescribed or non-prescribed or illegal drugs in a way that could impact on the health and safety of you or colleagues or your work performance.

We take illegal drug use and abuse, and inappropriate use or influence of alcohol, a serious matter and will not tolerate it. Breaching these terms may result in disciplinary action, which may include the ending of your employment, and/or be treated as serious misconduct, and may have legal consequences.

If we, or the client, suspect you are impaired or under the influence of alcohol or drugs (either non-prescribed or illegal) then we may require you to undergo a test from an approved drug and alcohol testing provider. You may not unreasonably refuse to undergo testing and any failure to participate may be treated as serious misconduct.

If you are currently on, or are prescribed drugs or medication during your assignment, that have potential side effects which may impair or impact your ability to perform your work duties in a normal and/or safe way, you are obligated to declare this to Cultivate.