



Inclusion and Diversity Policy

1. OUR COMMITMENT TO INCLUSION AND DIVERSITY

At Teneo Linguistics Company, we believe that a diverse workforce and an environment that is, above all, inclusive are paramount for a thriving, innovative business. We have a global footprint, and our customers and vendors come from diverse backgrounds. We can understand them, identify their specific needs, and serve them better if our own diverse workforce reflects who our stakeholders are.

We want to be the best workplace for people who share our passion for language. We believe our inclusive culture, how we care for our employees, and their personal growth and well-being allow us to bring forth a diversity of capabilities, opinions, and perspectives to our decision-making process. This results in increased innovation and support of sustainable business development and performance.

We commit to promoting equality of opportunity by continually strengthening our anti-discriminatory policies and practices. We commit to a culture of inclusion by increasing awareness, education, and by welcoming dialogue with employees.

2. WORKFORCE DIVERSITY

Leaders throughout Teneo are expected to actively work on attracting, recruiting, promoting, and retaining diverse talent in their teams and to demonstrate, through their behavior, a commitment to fostering a workplace where people feel included, valued, and empowered.

We value the diverse thinking, skills, experience, and working styles of everyone. Our expectations of our employees revolve around our values: Excellence, Integrity, Partnership, and Gratitude. Within our values, employees are expected to demonstrate respect toward other employees and stakeholders.

We do not discriminate based on race, color, age, sex, gender identification or expression, sexual orientation, marital status, language, background, religion, health status, pregnancy, political or other opinions, disability, national or social origin/birth or any other status in our recruitment, hiring, training, promotion, compensation, or employment practices.

We provide opportunities for hybrid (remote and onsite) and fully remote arrangements that help accommodate the diverse needs of people at different career and life stages.

3. RECRUITMENT AND DEVELOPMENT

We are committed to equal opportunities, including pay. We strive to employ based on role requirements and in keeping with local laws and regulations. We select people for roles considering their qualifications, skills, and experience. Any distinctions are determined on an objective basis and account for individual capability. They are not perceptions of the capabilities of types of peoples or groups.

We offer training on diversity and inclusion. Our recruitment, employment, recognition, and development practices, as well as our approach to working arrangements are designed, and regularly assessed to attract and retain diverse talent and to accommodate individual needs at different career and life stages.

3.1 Internal and External Communications

We are continuously working on ensuring that all internal communications reflect the diversity of our employees in the language and images we use. In the same way, we strive to ensure that our external communications also reflect the diversity of our customers, vendors, and other stakeholders.

4. ADDITIONAL RESOURCES

Human Rights Policy

Fair Employment Policy

Revision	Revision Date	Description of Change	Approvals
Initial version	11/17/2022	N/A	Hana Lorenzo
001	03/22/2023	Editing	Heather Hemer