



ATNIS Workplace Inclusion Policy

This policy sets out our commitment to creating a workplace where every individual feels valued, empowered, and heard.



Table of Contents

Purpose, Vision and Guiding Philosophy	Page 03
Scope and Application	Page 04
Our Commitment to Inclusion and Belonging	Page 05
Definitions and Key Concepts	Page 06
Inclusion, Respect, and Behavioural Standards	Page 07
Equal Employment Opportunity Across the Employee Lifecycle	Page 10
Conclusion	Page 12



Purpose, Vision and Guiding Philosophy:

Creating a workplace where inclusion, equality, and respect are not just values but lived experiences is at the heart of ATNIS's mission. We are committed to building an environment where every individual feels valued, heard, and psychologically safe, empowering them to contribute fully and authentically. Inclusion is a strategic enabler of sustainable performance, ethical decision-making, and innovation that drives long-term organisational success. By embracing diverse perspectives, experiences, and approaches, we cultivate creativity, strengthen collaboration, and deliver superior business outcomes that benefit our people, our clients, and the communities we serve.

This policy is designed to establish a clear and comprehensive framework for cultivating a culture of inclusion, belonging, and equality across all levels of ATNIS. It articulates our organisational commitments, guiding principles, and practical expectations, providing employees, leaders, and stakeholders with actionable guidance to uphold these values consistently. Our vision is to create an environment where every individual regardless of background, identity, or personal circumstances feels genuinely valued, supported, and empowered to contribute their ideas, skills, and perspectives to their fullest potential, enabling both personal growth and collective organisational success.

- Leaders intentionally engage all team members during project planning and decision-making processes, ensuring that diverse perspectives and insights are actively sought, thoughtfully considered, and meaningfully integrated.
- Teams conduct inclusive brainstorming and collaborative sessions where every voice is valued and acknowledged, including contributions from colleagues who are working remotely, part-time, or across different time zones.
- Employees are encouraged to share ideas, suggestions, and feedback with confidence, knowing that their contributions will be treated with respect, evaluated fairly, and acted upon transparently to drive collective success.





Scope and Application: Comprehensive

This policy applies to all ATNIS employees, directors, officers, contractors, consultants, temporary staff, interns, volunteers, and any individuals representing or acting on behalf of ATNIS.

- ATNIS workplaces, and client locations: All in-person interactions must reflect our standards of inclusion, respect and equality.
- During work-related travel, conferences, training, and social or networking events: All engagements formal or informal must uphold the same principles of fairness, respect and inclusivity.
- In remote, hybrid, or flexible work environments: Digital collaboration and communication platforms should be accessible, inclusive, and structured to provide equal opportunity for participation.
- Across all forms of communication: Whether verbal, written, electronic, or digital, all email, chat, video and social media interactions must be conducted professionally, respectfully, and inclusively.

Practical Examples:

- Remote employees are actively included in all relevant meetings and communications ensuring they have access to the same information, opportunities and resources as on-site team members.

- Team updates and communications are provided in multiple formats to accommodate diverse accessibility needs, including visual, auditory, and language considerations, ensuring that all employees can fully engage and participate.

Our Commitment to Inclusion and Belonging

ATNIS is dedicated to promoting a workplace that is free from unlawful discrimination, harassment, bullying, exclusion, and any form of victimisation. We are committed to ensuring that all employment-related decisions ranging from recruitment and promotions to career development and performance management are grounded in merit, capability, experience, and legitimate business needs. By upholding these principles, we aim to create an environment where every individual is treated fairly, given equal opportunity to thrive, and empowered to contribute meaningfully to the organisation's success.

Practical Examples:

- Promotions are granted based on clear performance metrics and demonstrated leadership potential.
- Managers regularly review team dynamics to identify and address any potential bias or exclusion.
- Employee recognition programs are designed to ensure fair representation across all levels and teams.



Definitions and Key Concepts

To ensure clarity and consistency in understanding, this policy defines key concepts that underpin ATNIS's commitment to inclusion, equity, and respect:

1

Inclusion: Creating an environment where all employees can participate fully and equitably, such as adjusting meeting schedules to accommodate those with caregiving responsibilities.

2

Discrimination: Treating employees unfairly or denying opportunities based on characteristics such as gender, age, cultural background, or other protected attributes.

3

Harassment: Engaging in repeated or unwelcome behaviours that demean, intimidate, or humiliate colleagues, such as mocking a colleague's accent or cultural practices.

4

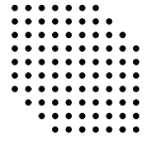
Sexual Harassment: Any unwelcome sexual comments, messages, images, or conduct that creates a hostile or uncomfortable work environment.

5

Bullying: Conduct that undermines or diminishes a colleague's work or confidence whether publicly or privately from a co-managed model and then to a fully managed service.

6

Victimisation: Taking adverse actions against an employee for reporting inappropriate behaviour, including exclusion from projects, meeting, or workplace activities.




Inclusion, Respect, and Behavioural Standards

ATNIS expects all employees to consistently demonstrate behaviours rooted in inclusion, respect, and professionalism. These standards are fundamental to effective collaboration, employee engagement, and overall organisational performance, creating a workplace where everyone can contribute fully and confidently.

Active Listening:

Employees are expected to listen attentively, seek to understand differing viewpoints, and respond constructively.



Managers actively encourage quieter or less vocal team members to share their ideas during meetings, ensuring that all perspectives are acknowledged and considered in decision-making.

Inclusive Communication:

All communication, whether verbal, written, or digital, should be respectful, culturally sensitive, and free from unfair judgment.

Ensuring that all forms of communication whether in emails, team meetings, one-on-one conversations, or digital platforms avoid assumptions, stereotypes, or generalisations related to gender, age, religion, cultural background, or physical and cognitive abilities. This includes being mindful of language, tone, and examples used, so that every colleague feels respected, included, and able to participate fully without bias or exclusion.



Equal Opportunity :

Employees are expected to ensure that tasks, responsibilities, and opportunities are allocated fairly, taking into account individual skills, experience, potential, and interests. This approach promotes engagement, growth, and a sense of ownership across the team.

Project assignments, leadership roles, and high-visibility opportunities are deliberately distributed based on merit and capability, rather than personal preferences or unconscious bias, ensuring all team members have an equal chance to contribute and excel.

Conflict Resolution:

Disagreements and differing viewpoints should be addressed constructively, with a focus on finding solutions rather than assigning blame. This approach supports a respectful, collaborative, and psychologically safe work environment.

A manager facilitates team conflicts through structured discussions, encouraging open dialogue and using mutually agreed frameworks to reach resolutions that maintain relationships and support collective goals.

Respecting Differences:

Employees are expected to actively recognise, value, and learn from the diverse perspectives, cultural practices, and experiences of their colleagues. Embracing these differences enhances collaboration, creativity, and mutual respect within the workplace.

Teams acknowledge and celebrate cultural events, holidays, and traditions, while encouraging a variety of communication and collaboration styles that allow all employees to contribute effectively and feel included.



Mentorship and Support

Employees are encouraged to provide guidance, coaching, and advocacy to colleagues at all levels, with particular attention to supporting underrepresented or minority groups. Mentorship is a key driver of professional growth, talent development, and the establishment of an inclusive organisational culture.

Senior employees actively mentor junior colleagues from diverse or underrepresented backgrounds, providing access to high-impact projects, career guidance, and leadership opportunities.

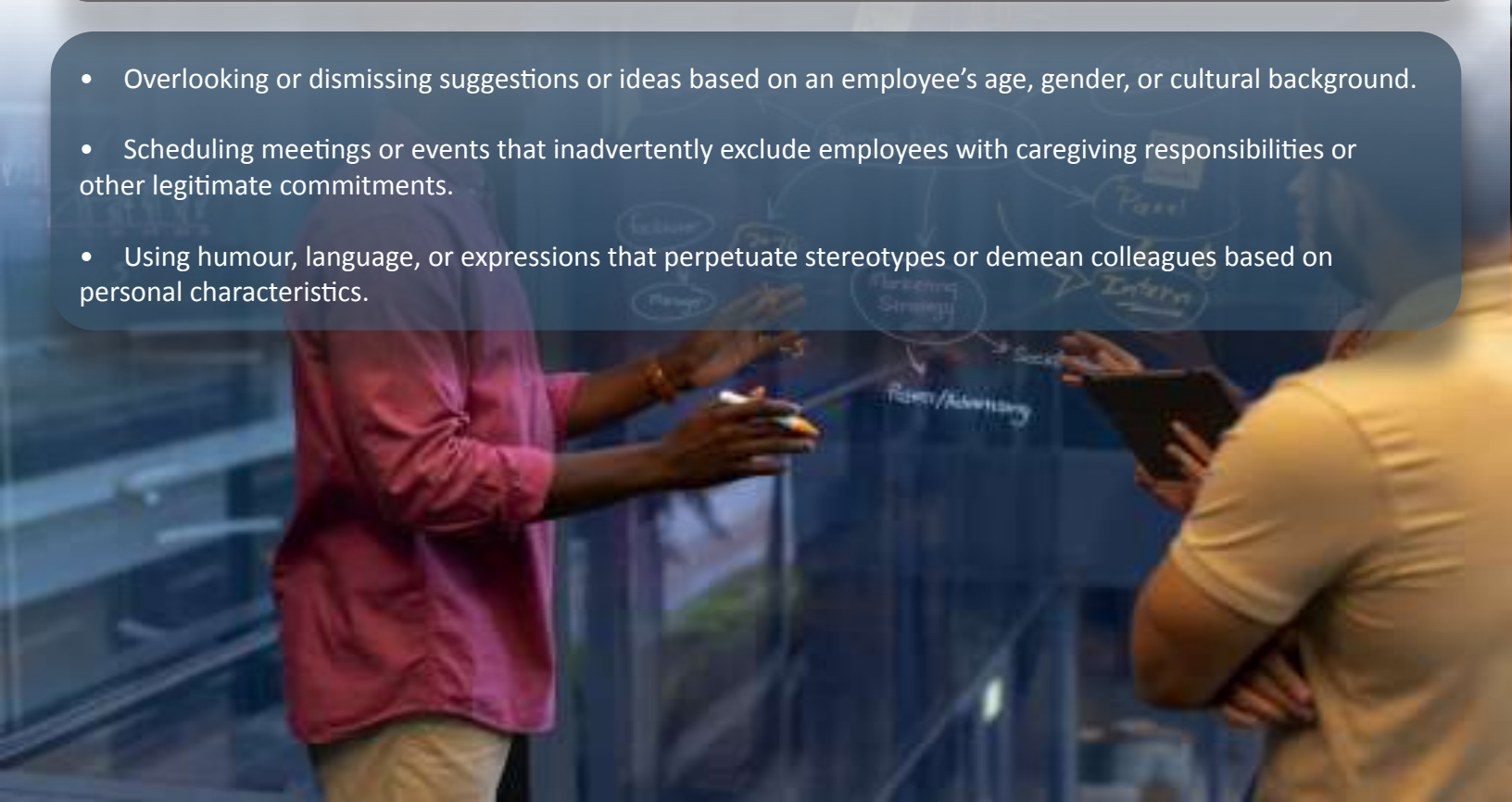
Peer support networks and Employee Resource Groups (ERGs) facilitate learning, networking, and knowledge sharing, helping employees navigate organisational culture, overcome barriers, and develop professionally.

Accountability and Modelling Behaviour

All employees, and particularly leaders, are expected to model inclusive behaviour and actively address actions or behaviours that undermine inclusion. Demonstrating accountability and setting the standard for respectful conduct helps create a culture where everyone feels valued and empowered to contribute.

Managers promptly address inappropriate comments or behaviour during meetings, using these moments as opportunities to educate the team on inclusive practices and reinforce expected standards.

- Overlooking or dismissing suggestions or ideas based on an employee's age, gender, or cultural background.
- Scheduling meetings or events that inadvertently exclude employees with caregiving responsibilities or other legitimate commitments.
- Using humour, language, or expressions that perpetuate stereotypes or demean colleagues based on personal characteristics.





Equal Employment Opportunity Across the Employee Lifecycle

Recruitment and Selection

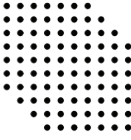
ATNIS is committed to ensuring that recruitment and selection processes are fair, transparent, and inclusive. Structured interviews, diverse selection panels, and clear evaluation criteria are employed to ensure decisions are based solely on merit, skills, and experience. Our goal is to provide equal opportunities for all candidates, free from bias or assumptions related to personal circumstances, background, or identity.

- Implementing blind CV screening to focus solely on candidates' skills, qualifications, and relevant experience.
- Using inclusive language in job advertisements and clearly communicating the organisation's commitment to diversity and inclusion.
- Avoiding assumptions about a candidate's personal responsibilities, age or gender.

Learning, Development, and Career Progression

ATNIS is committed to providing fair access to learning opportunities, professional development, and career advancement for all employees. Every individual should have the resources, guidance, and support necessary to grow their skills, reach their potential, and progress in their career, regardless of background or personal circumstances.

- Offering online and flexible learning programs to ensure employees who are unable to attend in-person sessions can still access training and development opportunities.
- Implementing mentorship programs that pair employees from underrepresented groups with senior leaders, providing guidance, visibility, and access to high-impact projects.
- Regularly reviewing training and development programs to ensure they are accessible, inclusive, and aligned with the diverse needs of all employees.



Flexible Work and Leave

ATNIS recognises the importance of work-life balance and is committed to supporting flexible work arrangements and leave policies that accommodate both operational requirements and employee well-being. Flexible practices ensure that all employees can contribute effectively while managing personal responsibilities.

- Offering flexible hours, part-time arrangements, and hybrid work options for employees with caregiving responsibilities or other commitments.
- Providing accommodation for religious, cultural, or medical leave requests to respect individual needs and practices.
- Ensuring employees are not penalised or disadvantaged for taking lawful leave.

Performance Management and Promotions

Performance management and promotion decisions at ATNIS are guided by merit, capability, and documented achievements. By applying transparent and consistent processes, we ensure that all employees have fair access to career progression and growth opportunities.

- Clearly communicating promotion criteria and performance expectations to all employees.
- Developing individualised development plans and providing regular, constructive feedback to support continuous growth.
- Actively mitigating unconscious bias to ensure that high-performing employees are recognised and rewarded fairly, regardless of background or personal characteristics.

Employee Engagement and Retention

ATNIS is committed to promoting employee engagement and retention through inclusive practices, recognition, and opportunities for professional development. An engaged workforce contributes to organisational success innovation and a positive workplace culture.

- Conducting regular employee engagement surveys and acting on feedback to improve inclusivity and workplace culture.
- Recognising contributions from employees across diverse teams, ensuring fair visibility and acknowledgment.
- Implementing strategies to remove systemic or structural barriers that may impact the retention and growth of underrepresented employees.

Conclusion:

At ATNIS, inclusion is not simply a policy – it is a principle that guides our culture, leadership, and everyday decisions. We are committed to fostering an environment where every individual feels respected, valued, and psychologically safe to contribute authentically. By embedding equity, accountability, and belonging into every stage of the employee lifecycle – from recruitment and development to recognition and leadership – we ensure that opportunities are accessible and merit-driven.

We recognise that diverse perspectives strengthen collaboration, enhance creativity, and drive sustainable organisational success. Through transparent processes, inclusive leadership, mentorship, and continuous learning, we actively create pathways for growth and meaningful participation for all. Choosing ATNIS means joining a workplace that does not merely speak about inclusion but demonstrates it through action, fairness, and shared responsibility – building a future where individuals and the organisation thrive together.








Copyright 2025 ATNIS Group, INC. All rights reserved. ATNIS®, the ATNIS Logo, and certain other marks are registered trademarks of ATNIS Group in India, Australia and Singapore. ATNIS reserves the right to change, modify, transfer or otherwise revise this publication without notice, and the most current version of the publication shall be applicable. Other names may be trademarks of their respective owners. ATNIS Group assumes no responsibility for any inaccuracies in this document & ATNIS Group reserves the right to change, transfer, or otherwise revise this publication without notice.






ATNIS Australia

-  L 36, Gateway 1, Macquarie Street Sydney NSW 2000
-  enquiry_au@atnis.net
-  Direct Line : +61-57001300






ATNIS India

-  15A, 4th Floor, City Vista Fountain Road, Kharadi Pune Maharashtra 411014
-  enquiry_in@atnis.net
-  Direct Line: +91-99869 99094



ATNIS Singapore

-  2 Woodlands Square #13-79 Woods Square Tower 1 Singapore 737715
-  enquiry_sg@atnis.net
-  Direct Line : +65 6970 0179

1380 13
1380 13
1380 13