



# Diversity, Equity and Inclusion Policy



## Our caring culture: people, purpose and principles

At TELUS International (Cda) Inc. (TELUS Digital), we believe our unique caring culture, focused on our people, purpose and principles, is our most valuable asset and competitive differentiator. How we treat our team members around the world – hiring, motivating, and promoting based on team engagement, giving back and a commitment to excellence – inspires how they treat our clients' and their customers. This is what drives our exceptional financial results, year after year.

Treating people, the planet and profits with care – this is our commitment.

The Diversity, Equity and Inclusion Policy applies to all TELUS Digital team members, contractors, agents and representatives when they act on behalf of TELUS Digital.

## TELUS Digital Diversity, Equity and Inclusion Policy

- **Diversity:** The quality of being different or unique as an individual or group. This includes but is not limited to sex (including pregnancy, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), protected hairstyles, color, gender (including gender identity, gender expression and transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), national origin (including language use restrictions), ancestry, physical or mental disability under the Americans with Disabilities Act, medical condition (including AIDS and HIV), genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status, union membership, political affiliation and any other characteristic which makes our team members unique.
- **Equity:** The purpose of employment equity is to achieve equality in the workplace so that no person shall be denied employment opportunities or benefits for reasons unrelated to ability or performance.
- **Inclusion:** The practice of ensuring that people feel a sense of belonging in the workplace. This means that every team member feels comfortable and supported by the organization when it comes to being their authentic selves.

### Treating each other with respect

The TELUS Digital values govern our approach to our caring culture:

- We passionately put our customers and communities first
- We embrace change and innovate courageously
- We grow together through spirited teamwork

As a leading digital customer experience innovator, we value a culture of inclusion, dignity and respect and believe in honoring and celebrating the diversity of our team, our customers, our suppliers and our communities around the world.

We are committed to a safe, engaged, inclusive, and equitable workplace where all team members, whatever their diversity characteristics that make our team members unique, are

valued for their authentic selves. TELUS Digital strives to ensure that the diversity of our workforce is visible at every level of the organization and in every business unit.

TELUS Digital takes a holistic approach to diversity, inclusion and equity. The TELUS Digital team's commitment to diversity guides (but is not limited to) our practices and policies on:

- (1) recruitment and selection
- (2) compensation and benefits
- (3) professional development and training
- (4) promotions, transfers, layoffs and terminations and
- (5) the ongoing reinforcement of our TELUS Digital values and development of a respectful workplace culture.

All team members of TELUS Digital have a responsibility to respect diversity and treat others with dignity and respect at all times and ensure that diversity is recognized as a business interest, within every level of the organization. Further to the [TELUS Digital Code of Conduct and Ethics](#), team members are expected to exhibit conduct that reflects inclusion during work, at work and at all company sponsored and participative events.

All employees are also required to attend and complete respectful workplace and integrity training to enhance their knowledge to fulfill this responsibility. The 30 minute mandatory training course helps team members make sound decisions that align with TELUS Digital values, while providing information and resources should team members find themselves in a challenging situation.

Team members who believe they have been subjected to any kind of non-inclusive or unfair treatment which may be a violation of the Respectful Workplace Policy are encouraged to immediately consult their Human Resources prime, the [Ethics Line](#) (1-888-265-4112), or submit a Respectful Workplace Incident Form. Any team member found to be in contravention of TELUS Digital policies, including this TELUS Digital Diversity, Equity and Inclusion Policy, may face disciplinary action up to and including separation of employment.

Retaliation is prohibited against any team member exercising their rights under this policy and applicable law.

TELUS Digital has long believed in the importance of pay equity and has always been committed to equal pay for equal work. Male and female team members doing similar work with similar expertise are paid equally. The same can be said for those of diverse ethnic, religious, and cultural backgrounds.

The TELUS International Diversity, Equity and Inclusion Policy is updated annually. It is posted on the TELUS International web site and is shared extensively internally (including on our Intranet site) and with customers, vendors and stakeholders.

## How TELUS Digital team members bring the policy to life

### Hiring, motivating and promoting diverse groups of team members

TELUS Digital is an equal opportunity employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions are based on merit, qualifications, and abilities.

At TELUS Digital, we are proud to share that as of the end of 2022:

- 54% of executive officer positions held by women
- 42% of managers and up are women
- 48% of workforce are women
- 53% of new hires were referrals, a testament to our caring culture
- List of diversity, customer service, culture and giving back awards available here:

[www.telusdigital.com/about/awards](http://www.telusdigital.com/about/awards)

### Corporate Social Responsibility and Diversity, Equity and Inclusion

TELUS Digital also sponsors team member resource groups and corporate social responsibility (“CSR”) initiatives dedicated to fostering a diverse and inclusive work environment consistent with TELUS Digital’s values, business practices and objectives. These initiatives provide cultural expertise to TELUS Digital’s team members, contractors, customers, and suppliers which build leadership effectiveness based on respect and tolerance, enhance personal and professional development, and facilitate relationships within our geographically diverse and multicultural organization as well as within our broader communities. Currently, some of the groups and CSR initiatives include the following:



#### **Connections - women’s network**

Connections is the global women’s network of TELUS Digital, a program that seeks to create an inclusive community and connect the needs and interests of women in the company while supporting their professional and personal development. Thousands of women at TELUS Digital plan and attend events, participate in professional development, support parents in the workplace and foster a spirit of success at home and in the workplace.

**Spectrum - LGBT2QA**

We believe in the power and happiness that comes from bringing your true self to work every day. As a result, we are proud to support Spectrum - our resource group for lesbian, gay, bisexual, transgender, two-spirited, queer and allied (LGBT2QA) team members - with a vision of creating a more diverse and inclusive work environment at TELUS Digital.

**Focused on training and recruiting youth and young women**

**HOPE** is an 8 to 10-month life-changing program in Guatemala and El Salvador, designed to assist primarily youth and young women by teaching English and job skills while they receive a living allowance, computer equipment and supplies from TELUS Digital. At the end of the program, students who qualify are given fulfilling roles in the company, enabling them to support themselves and their families. The program in turn provides TELUS Digital with a pipeline of highperforming team members (more than half of participants who are hired go on to receive 'top performer' recognition, with a third being promoted in the first year). The program started in 2012 in Guatemala, then it was extended to El Salvador in 2015. The program consists of intensive English language classes (40 hours per week, during 12 months), certification in Customer Service Skills, and psychoemotional group and individual support.

**Providing people with (visible and invisible) disabilities support**

The **Inclusion Program for the Hearing Impaired** at TELUS Digital has been running for several years in Central America, in partnership with the Guatemalan Hearing Impaired Association, to encourage people with hearing disabilities to apply to work with us.

## Listening and learning from one another to drive engagement

### □ **Annual anonymous team member survey**

Each year, a third party administers a Pulsecheck survey that presents all team members with an opportunity to share honest and confidential feedback about how our company can continue to support and enhance our caring culture. In return, Pulsecheck gives us an overall engagement score and the insights needed to create action plans for continuous improvement locally and globally. In 2022, TELUS Digital scored 80 per cent, which once again places TELUS Digital as a global leader.

Over the past 11 years, the feedback and ideas gathered through Pulsecheck have helped us shape our work environment into a company and culture that we are proud of. Last year in particular and barely seven months into the pandemic, team member feedback enabled us to garner a better understanding about how to support our team as they navigated these unprecedented times. As a result of feedback, we hosted more social events virtually, encouraged leaders to check in regularly with their teams and to recognize small wins in the ways most appreciated by our teams. We also shared information on how to work effectively from home, featuring advice on office set up, clear log off times, making time to connect with team mates, prioritizing mental and physical health, and ways to leverage the advantages of working from home.

### □ **Connecting across various roles**

Once a year for the last nine years, TELUS Digital leaders have met with frontline team members for meaningful, genuine opportunities to connect with one another and share ideas through one on one sessions and focus group discussions. Heroes Day provides invaluable feedback on how we can improve our processes, procedures and prioritize putting customers first.

The TELUS Digital Diversity, Equity and Inclusion Policy is updated annually and reviewed by the TELUS Digital Board of Directors. It is posted on the TELUS Digital web site and is shared extensively internally (including on our Intranet site) and with customers, vendors and stakeholders.