

INCLUSION: SAFE CONVERSATIONS AT WORK

This document will be kept under review, and will be formally reviewed at least every 5 years

Background

Being your whole self at work is incredibly important to us at Toyota GB. We hope that being able to be authentically you will have a positive impact on your wellbeing and help us all on our inclusivity journey. We understand that for some people, there may be a way to go before they feel like can reach that safe space. This policy aims to put a foot in the right direction of tackling some of the things that might not feel quite right for you at work right now.

Starting the conversation

We know it can be difficult to understand where and how to raise a concern or suggest an improvement, and you may not want to go through a formal complaint or grievance process.

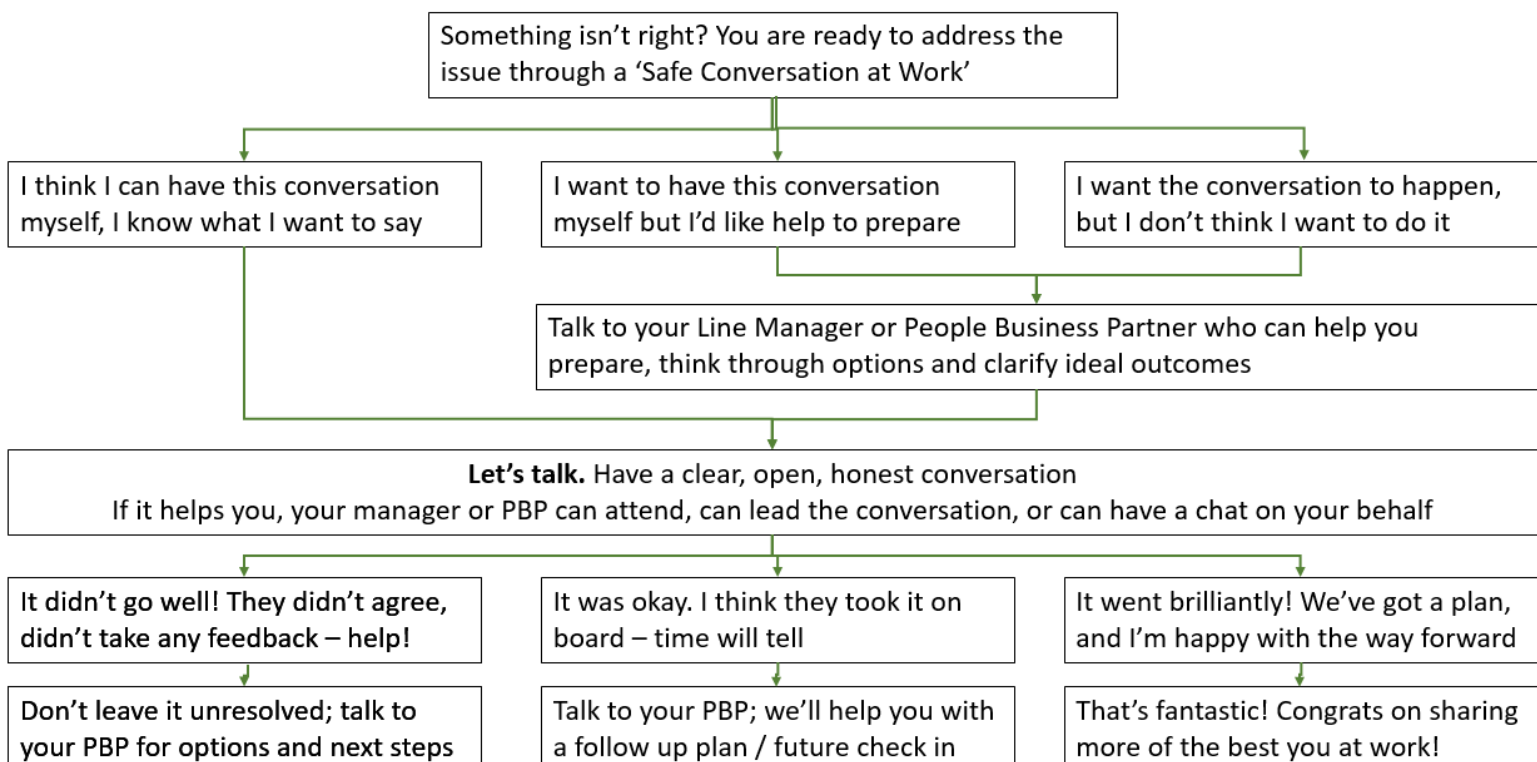
If something isn't quite right for you, we want to support you to have that conversation **in a safe space**. It may be that you have a suggestion of how Toyota GB could do things differently, or you have an issue that directly affects you. Either way, we are here to listen and talk through what could be the best approach for making a positive change.

The first step is to approach the conversation. That could be with your People Business Partner, or your Manager.

How your People Team can help

The People team can support you to prepare for a conversation you would like to have or take up the concern on your behalf. Any decision about next steps will be done with your full input and consent.

It's important for you to know that if you raise something to us that we believe has broken our Code of Conduct, we'll talk to you about the formal process around 'Raising a Grievance'.



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We're here to help

It's important to us you feel comfortable to talk to us about the things that aren't quite right. We're taking inclusivity seriously and want all our TGB people to feel they can be their true selves at work, and we believe that starts with honest conversations. We don't have a magic wand (still waiting for the order from Amazon!) but we do have tools and knowledge as well as heaps of commitment to make a difference.

Approved for publication October 2021

Chris Hayes, Director, People & Planning

Review Action	Section Updated	Issue Date:	Signed by
Created	All	October 2021	Chris Hayes, Director, People & Planning