

Inclusivity Statement

This statement is co-written and agreed upon by all members of the Noble Studio team, and will be reviewed on a yearly basis.

At Noble Studio, we strive to create a positive and inclusive workplace culture.

A culture of care and wellbeing.
Of trust and transparency.
Empathy and listening.
Fun and celebration.

We put people first.

We are not components on a production line. We believe that everyone should feel comfortable showing up as their true and unique self to work. So we empower them to give and receive feedback, and feel respected and valued for their contributions.

We recognise the importance of work/life balance and wellbeing.

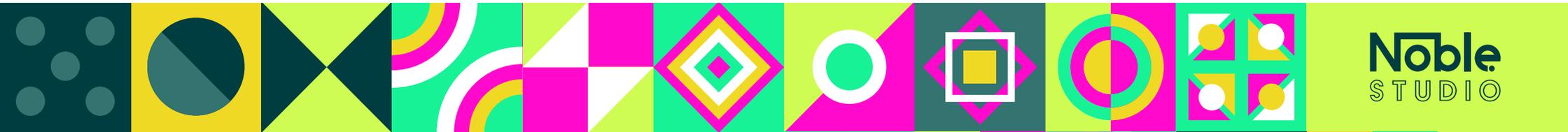
In fact, we place huge emphasis on mental care-taking and personal development. We know everyone's needs are different, so we provide flexibility and trust in our team to find a sustainable, personalised working balance that works for them. And as part of our "greenhouse" initiative, we give every team member a budget to spend towards 'learn', 'rest' or 'play' as they see fit.

We are committed to equality, diversity and the inclusion of all identities, experiences and needs.

We strongly believe that nobody, no matter their age, ethnicity, nationality, gender, sex, sexuality, race, religion or disability, should face discrimination of any kind. We demonstrate our commitment to this by constantly improving our recruitment process, offering team members flexible working options, and creating space to challenge and unlearn unconscious biases and educate ourselves.

We value change, continuous improvement, feedback and learning.

And we work hard to create an open, receptive environment where everyone helps to shape our workplace for the better. We ensure it stays this way by scheduling feedback sessions, and regularly reviewing policies and practices, continuously adapting to suit the needs of our ever-evolving team.



Inclusivity in Action

We involve our team in the direction and priorities of the company

- We share company finance presentations bi-annually, or more frequently if requested, to update the team and invite feedback.
- We invite everybody to annual strategic conversations to determine the direction of the company; the work we want to do, who we'd love to work with; how any surplus could be spent or invested.
- We have celebratory parties throughout the year, with themes chosen by the team.
- Company policies are created from views and values of the team, co-written where appropriate.

We continuously learn and invite feedback

- We hold quarterly individual check-ins with team members to support self development and changing individual needs. These two way conversations invite discussion about work/life balance, wellbeing and job satisfaction, as well as personal and professional goals, working rhythms and salary expectations.
- We have internal and external review sessions at the conclusion of projects. These sessions reflect on outcomes and process, centered around team members' experience, and

are used to create action points for future projects.

- We also reflect specifically on any EDI issues that have come to light in the duration of a project.
- We hold weekly team check-ins and respond to any needs identified in real-time e.g. too much work scheduled or rest needed.
- We use feedback channels for events to collate and respond to anonymous feedback.

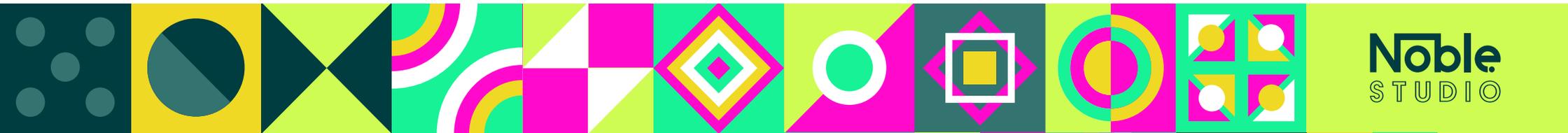
We've implemented feedback from EDI consultants on our recruitment process

- We have a Directors' Statement to acknowledge our bias as an organisation.
- We are as explicit as possible about job roles and offers, ensuring must-haves and nice-to-haves are clearly distinguished on job ads.
- We encourage potential skills to be developed in the role rather than full polished skills.
- We collect insights to guide our process such as 'what makes you anxious when starting a new job?' and 'what would put you at ease?'.
- We collect Diversity and Equality monitoring forms to make sure we receive a range of applications.

- We consider where our job adverts are placed to encourage a broad range of applicants.
- We provide a set of standardised interview questions ahead of time.
- We provide flexible options for interview times and locations.
- We evaluate our recruitment process with every hire, learning from candidates' experiences.

We value and protect work/life balance and wellbeing

- We think about wellbeing and how it underpins all elements of work
- We encourage flexible working around core 'office' hours.
- We have a hybrid remote/IRL working rhythm determined by the team and reviewed quarterly.
- We allocate a team budget for 'greenhouse' themed activities. This includes solo and team time where creative or wellbeing activities are used for self care.
- We undertake quarterly individual Wellness Action Plan reviews, and create actions from insights gathered.
- We provide the option of duvet days to take, with no questions asked.



What Have We Achieved? What's Next?!

Things to celebrate!

- ✓ We carried out 360 reviews, developed and tailored for each team member based on the type of feedback they wanted to receive. This was followed by a reflective feedback session.
- ✓ Team members were encouraged to take Mental Health Officer courses. A positive outcome of this was the development of Wellness Action Plans for all team members.
- ✓ We set 'EDI Champions' for the team and can see opportunities to improve this structure in the future.

Goals for 2024 and beyond...

- We will review and reimplement our commitment to appointing an 'EDI Champion' and explore the best way to create safe spaces to voice concerns and continue to drive our EDI strategy.
- We will engage with research and training courses, to better understand the needs of neurodiverse employees or colleagues. Learn, improve and adapt, to ensure our presentations, meetings and recruitment processes are accommodating and empathetic.
- We will embrace the benefits and advantages of valuing neurodiversity in the workplace. Recognising individual needs, strengths and challenges to create a workplace that allows everyone in the team to be productive.
- We will provide support for all people entering the field of design via mentorship or internship. Our team will be enabled to join mentorship schemes and we will research internship programmes and best practice beforehand.
- We will practice and implement 'radical candor' feedback and incorporate this into our quarterly reviews.
- We will explore how our decision making processes can be made more inclusive and equitable.
- We will review our coworking spaces against accessibility metrics to guide decision making on working arrangements, with regular review.
- We will ensure financial barriers to work events and activities are considered and catered for by providing alternatives.
- We aim to improve the satisfaction rating amongst the team regarding responses taken from our feedback forms, using responses from our annual inclusivity feedback form as a baseline.

