



Diversity and Inclusion Charter

The What

At Moodle HQ we actively support diversity and inclusion in the workplace. We are a diverse group from around the globe, with different backgrounds and opinions, and we wouldn't have it any other way.

We value this diversity, recognising the importance a range of backgrounds and perspectives adds to our organisation, and recognise the power of creating and maintaining a supportive and inclusive culture.

Diversity drives innovation, broadens perspectives, and allows us to draw from a wide range of skills, knowledge and experience. It empowers us to attract and retain top talent from around the world, and enables us to better serve the diverse community that we interact with every day. By driving better outcomes through diversity and inclusion, we believe this can amplify our mission to 'empower educators to improve our world.'

When we are talking about diversity, we mean that we acknowledge, appreciate, celebrate and encourage all the ways we are different. These differences can relate to gender, race, age, culture, ethnicity, disability, family status, language, religion, sexual orientation, gender identity as well as differences in background, skills, work styles, perspectives and experience.

We will actively manage diversity, finding ways of embracing our differences, in order to improve our business.

Above all, we are committed to ensuring that all team members are treated with respect and dignity.

Inclusion is really where diversity walks the talk. Inclusion means all our team members feel a sense of belonging, they feel valued and respected, and that they are an integral part in Moodle HQ's success. Our inclusion practices are those that take the diversity that we welcome at Moodle HQ to the next level.



The Who

All Moodle HQ team members are responsible for creating and maintaining a workplace where there is respect for difference, and all team members are treated fairly. Every single one of us is encouraged to report inappropriate attitudes or behaviours in a respectful way, and in the first

instance we are encouraged to speak with line managers to raise personal concerns. Moodle HQ treats seriously any instance of inappropriate behaviour and confronts attitudes based on inappropriate stereotypes.



Our internal policies and guidelines around bullying and harassment, equal employment opportunity and anti-discrimination and grievance management provide team members with the guidance they need to ensure they are aware of what is inappropriate and are able to voice concerns in a safe manner.

The How

To support our beliefs on diversity and inclusion in the workplace, Moodle HQ commits to the following.

As a team, we are committed to a workplace culture that welcomes, and encourages, diversity in our people.

We recognise the things that make us different, and appreciate and respect those differences. We know that the differences in our backgrounds, cultures, viewpoints, genders, ethnicities, languages and more are what allow us to have unique perspectives which when combined, make us even stronger as a team.

At Moodle HQ, we are all responsible for ensuring that our culture and our workplace practices are inclusive and promote a sense of belonging for all team members.



At Moodle HQ, we want everyone to feel they have the opportunity to be themselves, and feel like they have equal opportunities to succeed and to fulfil their potential.

Here are just a few of the ways we promote an inclusive approach:

- No dress code - team members can wear whatever makes them comfortable at work, in their own style;
- As a largely home based workforce, we have an accessible work environment for most disabilities, and the flexibility to make adjustments where needed;
- We are seeking feedback on our approach to diversity and inclusion in our quarterly team member engagement surveys;
- We welcome and actively seek the opinions and views of all our team members through various feedback mechanisms, public and anonymous, including our engagement survey, Moodle polls and forums, and other consultative processes;
- All team members have equal opportunity to apply for and be considered for vacancies across the organisation;
- When conducting pay reviews, as part of the process we assess any gender pay disparity between similar roles and work to rectify as needed.
- We are committed to educating ourselves on an ongoing basis, providing opportunities for our team members to grow their knowledge about what it means to be a diverse and inclusive workplace.
- We have options for team members to specify on their employee record the gender they identify most with along with the option to specify their pronouns.



We pride ourselves on our approach to flexible work arrangements.

At Moodle HQ we support our team working anywhere, anytime. We recognise that everyone is different, and has different personal needs when it comes to the structure of their work day. So we support team members in the ability to work as flexibly as can be reasonably accommodated, whether that means adjustments to a standard start and finish time, flexibility in working location, adjustments to weekly working hours or a range of other scenarios. This flexibility allows us to create the ideal work/life blend, giving all our team members the ability to achieve their goals both personally and professionally.

We're committed to fair recruitment and selection practices, ensuring we are drawing from a diverse range of sources to attract and select the very best person for the job.

Some of our key initiatives in this area include:

- Removing the ability for candidates to upload their profile picture to our applicant tracking system, lessening any bias that may occur through visual means;
- Using a wide range of advertising channels (20+ job boards), broadening the potential for recruiting from a diverse pool of candidates;
- In our job advertisements, we:
 - Ensure all ads include our EEO and anti-discrimination statement include only the key selection criteria, with a reduced focus on formal qualifications
 - Use a gender decoding tool to focus on neutral wording that appeals to all genders
 - 'Years of experience' is not included in our advertising unless required for professional positions
- Our recruitment panel typically includes a minimum of 3-4 people across the process, generally from two teams, reducing the potential for any bias;
- Our focus is to hire for skills (and skill potential), experience and motivation, values fit and mission alignment, to encourage diversity in backgrounds;
- We recruit across a range of locations around the world, and encourage applications from remote workers.