



Press Pause Guide

Havas People & Culture Commitment

Havas is committed to creating a safe, diverse and inclusive environment for our people and our clients. We oppose all prejudice and discrimination and are active in our pursuits of creating a culture that is representative of the different communities and intersections within Havas and the wider community and society.

To help us deliver against this commitment we operate a 'Press Pause' approach, empowering our people to speak out when an incident* occurs.

We actively communicate this approach to our people, clients and suppliers. The process detailed below will also form part of our induction programme and our 'All In' Diversity and Inclusion workshops, so people new to Havas are made aware of our zero-tolerance policy.

The Press Pause Process

1. **Stop** the exchange - here are a few examples of what you can say;
 - a. "Can we Press Pause here..."
 - b. "That's not an appropriate comment..."
 - c. "That language is not appropriate in the UK..."
 - d. "What's been said may cause offence..."
 - e. "Sorry, can we take a quick break..."

This list is not exhaustive. What is said to stop the exchange should make sense in the context of the conversation. The main aim is to create some space and move the conversation into an appropriate place.

2. The individual(s) can then either;
 - a. Voice their concern explaining our 'People & Culture Commitment' if they feel safe to do so.
 - b. Move the conversation on to an appropriate topic and later raise their concern with the Nominated Person**.
 - c. Remove themselves from the situation and later raise their concern with the Nominated Person**.
3. Post incident the next steps are as follows:
 - a. Within an internal/supplier/third party meeting the Nominated Person pass on the individual(s) concern to their People & Talent team.
 - b. Within an exchange, which is between 2 or more people, outside of a formal setting, the individual will pass on their concern to their People & Talent team.

4. Post incident **involving a Client**, the next steps are as follows;
 - a. The Nominated Person** will speak with their Line Manager and make a note of the incident.
 - b. The Nominated Person**, with the support of their Line Manager will then engage with the People & Talent Team to draft recommendations for next steps to be shared with the Client.
 - c. The Nominated Person** and/or Line Manager, will engage with the Client and collaboratively investigate the incident.
 - d. The Nominated Person** and/or Line Manager will share the draft recommendations advised from the People & Talent Team and communicate our People & Culture Commitment. (This may be an opportunity to ask the client if they have an equivalent policy).
 - e. Together the Nominated Person** and/or Line Manager and Client will agree actions. Agreed actions will be communicated back to all those involved (where appropriate).

In each of the instances above, the People & Talent team will work with the Diversity & Inclusion Manager to manage recommended next steps.

5. The individual(s) who raised their concern and the Nominated Person** should be reassured of due diligence and offered any support if needed.

**An "incident" is defined as; any exchange where something is said, implied (including micro-aggressions)/behaviour shown that is deemed prejudice, discriminatory, derogatory or negative towards any one person or more.*

***Nominated person is whoever is chairing/responsible for the meeting. In the case of client meetings, the nominated person is the client relationship holder.*