Equality, Diversity and Inclusivity Policy

Policy Statement

Seddon comprises a diverse workforce. Each of us is unique, whether in terms of our background, personal characteristics, experience, skills or motivations. And we value our people for their differences.

Fostering an inclusive culture helps each of us to benefit from a wider range of these different perspectives, experiences and skills. We believe that this creates a happier, more productive working environment for us all.

To support this inclusive culture, this policy:

- Outlines our commitment throughout the employment lifecycle to equality, diversity and inclusion and sets out how we put this commitment into practice;
- Explains the behaviours we expect of our people in support of this commitment; and
- Sets out the key steps we take to make our culture as inclusive as possible, including our diversity and inclusion framework and how we ensure equality of opportunity throughout the employment lifecycle.

Scope

This policy applies to anyone working for Seddon. This includes employees, workers, sub-contractors, volunteers and apprentices. The policy also relates to job applicants, and is relevant to all stages of the employment relationship. The policy accompanies our **PEO-POL-016 Anti-Harassment and Anti-Bullying Policy.**

Our commitment to you

Seddon believes that a culture of equality, diversity and inclusion not only benefits our company but supports wellbeing and enables our people to work better because they can be themselves and feel that belong.

We are committed to promoting a working environment based on dignity, trust and respect, and one that is free from discrimination, harassment, bullying or victimisation.

We ensure that our practices do not treat people less favourably because of their:

- disability;
- gender, gender identity or gender reassignment status;
- marital status;
- race, racial group, ethnic or national origin, or nationality;
- religion or belief;
- sexual orientation;
- age;
- civil partnership status;
- pregnancy or maternity;
- paternity;
- [educational background;]

- [socio-economic background;]
- [caring responsibilities;]
- part-time status; or
- fixed-term status.

What we expect from you

We're all expected to take personal responsibility for following and supporting this policy. Our workplace culture is shaped by our daily interactions, and it's up to each of us to help create a positive environment.

We should all treat our colleagues and third parties (including customers, suppliers, sub-contractors, agency staff and consultants) fairly and with dignity, trust and respect. Sometimes, this may mean allowing for different views and viewpoints and making space for others to contribute.

Any dealings that you have with colleagues or third parties must be free from any form of discrimination, harassment, victimisation or bullying.

If any of our people are found to have committed, authorised or condoned an act of discrimination, harassment, victimisation or bullying, we will take action against them including (for those to whom it applies) under our Disciplinary Procedure.

You should be aware that you can be personally liable for discrimination and harassment.

Discrimination

The Equality Act 2010 prohibits discrimination because of certain protected characteristics. These are:

- disability;
- sex;
- gender reassignment;
- marital or civil partnership status;
- race;
- religion or belief;
- sexual orientation;
- age; and
- pregnancy or maternity.

Discrimination can be intentional or unintentional and may occur directly, indirectly, by association, or by perception.

Harassment and Sexual Harassment

You should refer to our **PEO-POL-016 Anti-Harassment and Anti-Bullying Policy** for further information on our procedure for reporting harassment.

Victimisation

You should refer to our **PEO-POL-016 Anti-Harassment and Anti-Bullying Policy** for further information on our procedure for reporting victimisation.

Bullying

You should refer to our **PEO-POL-016 Anti-Harassment and Anti-Bullying Policy** for further information on our procedure for reporting bullying.

Recruitment

We take reasonable and appropriate steps to encourage job applications from as diverse a range of people as possible. Hiring Managers must not discriminate in any way and the company provides diversity and inclusion training when onboarding new managers and through regular workshops and online training.

Career Development

Any decision Managers make relating to a person's promotion or career development must be free from discrimination. We ensure that selection criteria and processes for recruitment and promotion are reviewed on a regular basis so that there is no discriminatory impact on a certain group.

Recruiting People with a Disability

We will ask applicants at the outset if they require any reasonable adjustments to be made to the recruitment process. If you have a disability, you do not have to tell us. However, we would encourage you to let us know so that we can support you.

Training

If you are involved with making decisions about a person's employment, appropriate equality, diversity and inclusion training will be provided. All new starters will be issued with online equality, diversity and inclusion training as part of their onboarding programme. Every current employee will be issued with regular equality, diversity and inclusion training when updates are required.

Legal & General (Health Assured) - EAP

The company operates a 24-hour helpline from an external provider, Health Assured, for when you need to seek advice on a problem. This is an external, confidential telephone service where you can call for advice, their number is: **0800 316 9337**



Jonathan Seddon

Chief Executive Officer

Seddon Group Ltd