

Equality, Diversity & Inclusion Policy

Jarvis Group Ltd is an established business with a reputation for creating an excellent working environment and therefore is similarly committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. Our belief is that a better integrated workforce will be more effective in the course of delivering the company's objectives and works.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best. As part of our commitment to the Social Mobility Pledge, Jarvis aim to provide workplace opportunities from all areas of the communities that we work amongst.

The company is also committed against unlawful discrimination of customers or the public.

For the avoidance of doubt, this policy is focused on all areas of diversity and is not limited to race, creed, gender or sexual orientation but all facets that make up an individual that others may wrongly consider to be different. Our aim is that this policy extends to cover all areas that could be considered as potential grounds for discrimination and these will not be tolerated within our organisation.

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities
- to validate members of our extended workforce, by vetting potential supply chain partners in their approach to diversity.

The company commits to:

- Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Appropriately assess our supply chain partners to consider their own approach to Diversity & Inclusion.
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.
- Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

This equality, diversity and inclusion policy is fully supported by senior management.

Details of the organisation's grievance and disciplinary policies and procedures can be found in the shared drive. This includes with whom an employee should raise a grievance – usually their line manager.

Other policies that may be useful or relevant are:

- Modern Slavery Policy
- Disciplinary Policy
- Grievance Policy
- Bullying & Harassment Policy
- Supply Chain Policy

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Should you wish to seek confidential support on this matter, either in relation to yourself personally or a colleague that you may feel is being affected by any form of discrimination, please contact HR@jarvisgrouppltd.co.uk

Signed

A handwritten signature in black ink, appearing to be "M Doyle", written over a horizontal line.

Mark Doyle
Chief Executive Office
Jarvis Contracting Ltd

A handwritten signature in black ink, appearing to be "Mike Peters", written over a horizontal line.

Mike Peters
Chief Executive Officer
Jarvis Group Developments Ltd