



Equality, Diversity and Inclusion Policy

1. Introduction

- 1.1 This policy applies to Briggs & Forrester (UK) Limited on its own behalf and on the behalf of all its subsidiary companies within the Briggs & Forrester Group Ltd ('the Group'): Briggs & Forrester Engineering Services Ltd, Briggs & Forrester Living Ltd, Briggs & Forrester Special Projects Ltd, Briggs & Forrester Building Services Maintenance Ltd and Briggs & Forrester (Holdings) Ltd.
- 1.2 The Group specialises in the design, installation, project management, testing and commissioning of building engineering services and maintenance services.
- 1.3 The Group operates UK wide on varying sizes of projects including public and private sectors, schools, hospitals, government agencies, local authorities, industrial, commercial, and residential properties.
- 1.4 The Group acknowledges its responsibilities under the Equality Act 2010 and recognises the value of an inclusive environment where individuals have their own beliefs, characteristics, background, and experience.
- 1.5 This policy covers all individuals working at all levels and grades, including senior managers officers, directors, employees, consultants, contractors, trainees, home workers, part-time and fixed-term employees, casual workers, and agency staff collectively referred to as 'working on its behalf' in this policy.

2. This Policy and Its Position Within the Business

- 2.1 This policy should be read in conjunction with the following additional policies:
 - Modern Slavery and Human Trafficking
 - Sustainability Policy
 - Code of Conduct, Disciplinary Rules and Procedure
 - Bribery and Corruption Policy
 - Agile Working Policy
 - Flexible Working Policy
- 2.2 For Briggs & Forrester Group Ltd, equality and diversity encompass the following:

Equality - ensuring individuals or groups of individuals are not treated less favourably, based on their specific protected characteristic(s) (see 2.3 below).

Diversity - diversity is about more than equality; it's about embracing and valuing all individual differences and strengths.

Fairness - impartial and just treatment or behaviour without favouritism or discrimination.

Respect - includes consideration for other people's privacy, their physical space and belongings, and respect for different viewpoints, philosophies, physical abilities, beliefs, and personalities.

Inclusion - a culture in which everyone is treated fairly and respectfully, has equal access to opportunities and resources and where everyone can achieve their full potential.
- 2.3 The Group is committed to ensuring that all people, customers, and supply chain are treated fairly and with dignity and respect. This policy encompasses the nine protected characteristics identified in the Equality Act 2010, those being: Age, disability, gender



reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender), sexual orientation.

3. Commitments

3.1 The Group is committed to building an organisation:

- That makes full use of the talents, skills and experience, and different cultural perspectives available in a multi-ethnic and diverse society.
- Where people feel they are respected and valued.
- Where people can achieve their potential regardless of their specific protected characteristics.
- That is free of bullying, harassment, victimisation, and unlawful discrimination.
- That promotes awareness of equality, diversity, and inclusion and the impacts of conscious and unconscious bias.

3.2 The Group will make reasonable changes to overcome physical and non-physical barriers that make it difficult for disabled employees to carry out their work, and for disabled customers to access its services.

3.3 The Group will take a flexible approach to working arrangements. Requests for changes will be considered carefully and objectively and will be accommodated unless it would cause significant difficulties for the business or the employee.

3.4 We will ensure that any disciplinary or redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

4. Plans to achieve commitments

3.5 The Group shall act in accordance with legislation outlined in the Equality Act 2010 and the Equal Opportunities and Human Rights Commission in all its employment policies, procedures, and practices.

3.6 The Group is required by law to ensure that all employees are entitled to work in the UK. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation.

3.7 The Group will ensure that nobody working on its behalf receives less favourable treatment on grounds of a protected characteristic, or is disadvantaged by any conditions, requirements, provisions, criteria, procedures, or practices that cannot be justified on any other grounds.

3.8 The Group will ensure that nobody working on its behalf is victimised for acting against any form of discrimination or harassment or are instructed or put under pressure to discriminate against, or harass, someone on the above grounds.

3.9 Opportunities for employment and development will be advertised widely, both internally and externally, and all applicants will be welcomed.

3.10 Selection for employment, promotion, transfer, training and access to benefits, facilities and services will be fair and equitable, and based solely on merit.

3.11 All workers will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities in the organisation.

3.12 Selection criteria will be entirely related to the job or training opportunity.

3.13 All contracts between the Group and contractors to supply goods, materials or services will include a clause prohibiting unlawful discrimination or harassment by anyone working on



behalf of the business. The clause will also encourage contractors and potential contractors to provide equality of opportunity in their employment practices.

4. Approach to breaches of this policy

- 4.1 Complaints about discrimination or harassment in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal.
- 4.2 Briggs & Forrester is committed to upholding the highest standards of conduct and ethics in all areas of its business. In line with this commitment SeeHearSpeakUp has been appointed to provide an external and independent confidential reporting service to all those working on its behalf.
- 4.3 Any suspected breaches of this policy may be reported anonymously to SeeHearSpeakUp and senior officers in the organisation will be notified for further investigation, if appropriate, and disciplinary action may be taken.

5. Related policies and procedures

- Code of Conduct, Disciplinary Rules, and Procedure
- Whistleblowing See Hear Speak Up Policy

6. Communication of this policy

- 6.1 A full copy of this policy is accessible to all interested parties via the Group website and sent to all new starters.
- 6.2 All new direct employees are required to read and understand the requirements of this policy.
- 6.3 All new direct employees are required to complete the Equality and Diversity Interactive training module via the learning management system.
- 6.4 Toolbox Talks are carried out on sites covering equality diversity and inclusion, and the standards to be upheld.
- 6.5 Workers and their representatives and trade unions will be consulted regularly about the policy, and about related action plans and strategies.

7. Review and updating of this policy

- 7.1 This policy will be reviewed and updated annually and amended as necessary to reflect any changes to the Group, its management systems, or relevant legislation.
- 7.2 The Group's Senior Management Team continually monitor this policy's procedures to ensure compliance and continual improvement. All reports, reviews and results of monitoring processes will be recorded, and records retained.
- 7.3 To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged, the Group may monitor applicants' ethnic group, gender, disability, sexual orientation, religion, and age as part of the recruitment procedure. Provision of this information is voluntary, and will not affect an individual's chances of recruitment, or any other decision related to their employment. The information will be removed from applications before short listing and kept in an anonymised format solely for the purposes stated in this policy.
- 7.4 A gender pay gap report will be produced each year and published via the company website.



A handwritten signature in black ink, appearing to read 'Paul Burton', with a long horizontal line extending to the left.

Paul Burton
Group Chairman and Chief Executive