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, and Briggs & Forrester (Holdings) Ltd.

1.2 The Group delivers building engineering services throughout the UK, including design, installation, project management, testing and commissioning. Our projects span the public and private sectors, including education, healthcare, government, commercial, industrial and residential developments.

1.3 The Group is committed to responsible business practices and continual improvement through its HSEQS Management Framework, which provides the structure for achieving our objectives. This policy supports our commitment to People, Culture & Wellbeing by promoting equality, diversity, inclusion, dignity and respect across our workforce and business relationships.

1.4 The Group acknowledges its responsibilities under the Equality Act 2010 and is committed to creating an environment where everyone is treated fairly, valued for their contribution and provided with equal opportunity to achieve their full potential.

1.5 This policy is intended to protect all individuals from harassment, discrimination and victimisation. It applies to everyone working for or on behalf of the Group, including but not limited to, directors, employees, workers, contractors, consultants, volunteers, suppliers and subcontractors.

1.6 This policy encompasses the 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. Also encompassed are the updated definitions and enhanced protections relating to disability, gender reassignment, pregnancy and maternity and breastfeeding, and the enhanced protections relating to harassment and indirect discrimination by association.

2. Commitments

2.1 The Group is committed to:

- Ensuring all people, customers, and supply chain are treated fairly, with dignity and respect.
- Creating an inclusive, respectful and supportive workplace.
- Providing equal access to recruitment, development, progression and reward opportunities.
- Removing barriers to participation and making reasonable adjustments where appropriate.
- Preventing discrimination, harassment, bullying, victimisation and unfair treatment.
- Ensuring that no person working for or on behalf of the Group receives less favourable treatment because of a protected characteristic.
- Protecting individuals who raise concerns, report inappropriate behaviour, support others in doing so, or act against discrimination, harassment or bullying from victimisation, retaliation or detriment.
- Ensuring that no person is instructed, encouraged or pressured to discriminate against, harass or victimise another individual.
- Valuing diversity of thought, experience, background and perspective.

- Supporting employee wellbeing, engagement and belonging.
- Promoting awareness and understanding of equality, diversity and inclusion, and the impacts of conscious and unconscious bias.
- Ensuring that employment practices, including disciplinary, performance management and redundancy procedures, are fair, objective and free from direct or indirect discrimination.
- Complying with all applicable legal, regulatory and contractual requirements.
- Continually improving our equality, diversity and inclusion performance and culture.

2.2 The detailed objectives, targets and plans supporting these commitments are defined within our Responsible Business Strategy, associated management systems and people processes.

3. Delivering Our Commitments

3.1 To achieve these commitments, the Group will:

- Ensure recruitment, promotion, training and development decisions are based on merit, competence and business needs.
- Provide equal opportunities for employment and career progression.
- Advertise employment opportunities fairly and without discrimination.
- Promote a working environment free from bully, harassment, victimisation and unlawful discrimination.
- Support flexible working arrangements wherever reasonably practicable.
- Make reasonable adjustments to remove barriers for employees and applicants who have any disability or impairment that may affect their ability to participate fully and effectively in working life on an equal basis with others.
- Support employees during pregnancy, maternity and breastfeeding and ensure they are not treated unfavourably.
- Encourage all employees to develop their skills, knowledge and experience.
- Provide equality, diversity and inclusion awareness training and guidance.
- Consult and engage with employees to better understand barriers, opportunities and experiences.
- Integrate equality, diversity and inclusion considerations into relevant business activities and people processes.
- Promote respectful behaviour and challenge conduct that is inconsistent with our values.

3.2 All prospective employees, regardless of nationality, must demonstrate their legal entitlement to work in the UK in accordance with applicable legislation.

4. Governance and Responsibilities

4.1 The Group Board will provide leadership, oversight and resources to support implementation of this policy.

4.2 The Group Board (or their delegate) are responsible for the implementation, monitoring and continual improvement of this policy and associated employment practices.

4.3 Managers are responsible for:

- Promoting inclusive behaviours within their teams.
- Ensuring employment decisions are fair and objective.
- Addressing inappropriate behaviour promptly.
- Supporting employees who require reasonable adjustments or additional support.

4.4 All employees are responsible for:

- Treating others with dignity and respect.
- Complying with this policy.
- Challenging inappropriate behaviour where appropriate.
- Reporting suspected breaches of this policy.

4.5 The Group expects its suppliers, subcontractors, labour providers and business partners to uphold the principles within this policy and comply with applicable equality legislation.

5. Reporting Concerns and Breaches

5.1 The Group will not tolerate discrimination, harassment, bullying, victimisation or retaliation of any kind. Anyone who believes they have experienced, witnessed or become aware of behaviour that may breach this policy is encouraged to report their concerns as soon as possible.

5.2 Concerns may be raised through:

- Line Management
- Senior Management
- SeeHearSpeakUp confidential reporting arrangements

5.3 All concerns will be treated seriously and investigated appropriately.

5.4 The Group is committed to maintaining an environment where concerns can be raised confidentially and without fear of retaliation.

5.5 Employees found to have breached this policy may be subject to disciplinary action, up to and including dismissal. The Group may also take appropriate action in respect of contractors, consultants, suppliers or other third parties who breach this policy.

6. Monitoring, Measuring and Reporting

6.1 The Group will monitor and review the effectiveness of its equality, diversity and inclusion arrangements and seek opportunities for continual improvement.

6.2 Monitoring activities may include:

- Workforce diversity data.
- Recruitment and promotion statistics.
- Employee engagement survey results.
- Gender pay gap reporting.
- Equality, diversity and inclusion training completion rates.
- Employee turnover and retention data.

6.3 To support monitoring and identify potential barriers or under-representation, the Group may collect diversity information from applicants and employees on a voluntary basis. Any information collected will be processed in accordance with data protection requirements and used only for legitimate equality monitoring purposes. Provision of this information will not affect an individual's chances of recruitment, or any other decision related to their employment.

6.4 The Group will publish a Gender Pay Gap Report annually where required by legislation.

6.5 Performance and progress will be reviewed periodically by senior management.

7. Other B&F Group Policies and Documents

- HSEQS Responsible Business Strategy
- Sustainability Policy
- Wellbeing Policy
- Modern Slavery & Human Trafficking Policy
- Code of Conduct
- Whistleblowing (SeeHearSpeakUp) Policy

8. Communication of this policy

8.1 This policy is accessible to all interested parties via the Group website.

8.2 This policy is available internally to all employees via the Group Hub (intranet).

8.3 All employees are required to read and understand the requirements of this policy.

8.4 All employees are required to complete relevant EDI awareness training. Relevant equality, diversity and inclusion training and awareness activities will be provided through inductions, toolbox talks, communications and the Group's learning management system

9. Review and updating of this policy

9.1 This policy will be reviewed and updated annually and amended as necessary to reflect any changes to the Group, our Strategy, management systems, best practice, stakeholder feedback or relevant legislation.

9.2 The Group's Senior Management Team will monitor implementation of this policy and support continual improvement. All reports, reviews and monitoring records will be retained in accordance with applicable requirements.

Paul Burton
Group Chairman and Chief Executive