

Policy on Equality, Diversity and Inclusion



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Document purpose and scope

This document sets out the Equality, Diversity and Inclusion policy of JBA Group Limited and its subsidiary operating companies, collectively known as 'JBA'. It covers activities undertaken by the Group throughout all office locations and operations worldwide.

This document will be reviewed for continued suitability, will be communicated within the JBA Group and, if appropriate, made available to interested parties. The review interval for this document is 2 years.

Policy statement

At JBA, we want every member of our staff to be able to contribute to the business to the best of their capacity. We believe that we can only achieve this if everyone is included, respected, valued and supported. We are committed to eliminating discrimination amongst our staff, with clients and suppliers and will look for opportunities to maximise diversity and inclusion.

We will comply with all legislation, standards, statutory and other obligations, client policies and best practice, where required, reasonably possible and relevant to our activities and the jurisdictions in which we operate. We are committed to the application of equality legislation, in principle and practice, and will not discriminate on any of the grounds or protected characteristics identified in equality legislation relevant to the jurisdictions in which we work.

Purpose

This policy aims to provide equality and fairness for all current and potential employees, subcontractors and suppliers and to avoid discrimination. We oppose all forms of discrimination and aim to create an environment in which individual differences and the contributions of all personnel are recognised and valued.

Through the application of this policy we aim to assist our clients in complying with their duties under equality legislation relevant to the jurisdictions in which they operate.

Responsibilities

The JBA Group Board is responsible for reviewing and approving the content and implementation of this policy. The Group Board Director with responsibility for equality, diversity and inclusion is Jeremy Benn. He will liaise with the other named Directors within the JBA Group who have accountability for equality, diversity and inclusion within their operating companies.

Operating Company Directors and the Head of Group Support Team are responsible for taking measures to help their staff act in compliance with this policy including through the provision of awareness raising and training sessions.

The human resources section of the Group Support Team is responsible for the provision of support and guidance to employees and line managers on equality, diversity and inclusion matters and for monitoring, evaluating and reviewing the effectiveness of this policy.

Line managers are required to check that their staff are aware of this policy.

All staff are required to comply with the policy requirements and share responsibility for our performance in implementing it.

Implementation

All personnel, whether employees, subcontractors, suppliers, part-time, full-time or temporary, will be treated fairly, with respect and without discrimination. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of our staff will be fully utilised to maximise the efficiency of the JBA Group. All breaches



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of our equality, diversity and inclusion policy will be regarded as misconduct that could lead to disciplinary proceedings.

We will

- provide all employees with a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated;
- continue to provide a confidential reporting system on our Corporate Management System for staff to use to report concerns regarding harassment, equality, diversity and inclusion;
- make training, development and progression opportunities available to all staff;
- ensure all our employment practices and procedures are fair;
- use open recruitment methods including appropriate advertising for job opportunities;
- take-up any opportunities to engage with our supply chain to encourage and learn from good practice in relation to equality, diversity and inclusion; and
- monitor and report equality information to inform progress in achieving the aims of this policy.

We take seriously any breach of the policy which may result in disciplinary action up to and including dismissal.

Approval

This document was approved by the Board of JBA Group Limited on 15/10/2018.

Executive Chairman

JBA Group

