

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

Providing equal opportunities to all and valuing and celebrating our diversity is central to our inclusive culture. We recognise that each employee brings their own unique capabilities, experiences and characteristics to their work and we value this diversity at all levels of the company in all that we do.

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 and best practices which are 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.

Notification of a breach or potential breach of this policy will be reported to senior management and may be escalated to the Chair of the Group Board.

Aim

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 and will assist each operating company by refreshing and reinforcing this policy via application, guidance and monitoring where appropriate. 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 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. Overall compliance with the requirements of this policy is the responsibility of each operating company within the Group. The Managing Director of each operating company will ensure their company's adherence to this policy.

The human resources function of the Operations Division 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.

The JBA Equalities, Diversity and Inclusion Champion will support Operating Company Directors to develop and implement annual objectives to further our equalities, diversity and inclusion work.

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Line managers are required to check that their staff are aware of this policy and any associated guidance.

All staff are required to comply with the policy requirements and share responsibility for our performance in implementing it. All staff are asked to provide information on protected characteristics to inform company level monitoring of the diversity of our staff and the success of implementing this policy. Provision of this information is optional.

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 potential of the JBA Group.

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

We will

- provide all employees with an inclusive working environment that promotes dignity and respect to all. No form of discrimination, including but not limited to 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 all forms of discrimination, 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;
- identify where we need to and take positive action for under represented groups to further increase the diversity of our staff;
- 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.

Approval

This document was approved by the Board of JBA Group Limited on 05/10/2020.

Executive Chairman
JBA Group

