



Policy Statement

Equality, Diversity and Inclusion

1. About this Policy

At RSE we are committed to the importance of promoting equal opportunities, valuing diversity and creating an inclusive working environment for all our employees. We operate in increasingly diverse environments and this is evident in our workforce, clients, customers, suppliers and communities.

In our increasingly competitive business environment we understand that the performance and engagement of our employees is central to business success. We are committed to creating an environment in which each employee is able to fulfil their potential and maximise their contribution.

Equality, Diversity and Inclusion (ED&I) are championed at the highest level in the organisation. This document describes the RSE policy for ED&I and applies to all employees, job candidates, temporary, agency workers and contractors. The policy does not form part of any employee's contract of employment. The Company reserves the right to change this policy at any time and in any event will review on periodic basis.

2. Aims

In line with the Equality Act 2010, we will:

- Ensure equality, diversity and inclusion in the workplace are supported and celebrated.
- Offer fair treatment in every aspect of working life in RSE, this applies to all employment policies and practices including those related to:
 - Recruitment, selection and retention.
 - Terms and conditions of employment.
 - Working environment.
 - Learning and development.
 - Promotion and career progression.
 - Redundancy and re-deployment.
- Promote a culture where employees recognise the value that a diverse and inclusive workforce brings.
- Be recognised as an employer with a positive reputation for equality, diversity and inclusion practices.
- Consider the gender balance of the board and senior leadership in line with RSE's approach to a diverse workforce that actively welcomes and encourages difference in perspective.

3. Policy Application

RSE are committed to:

- Ensuring that the principles of this policy are embedded in the HR strategy and all policies and procedures are regularly monitored and reviewed.
- Providing awareness training and guidance to all employees and managers to ensure our commitment to ED&I is known and understood.
- Monitoring and measuring diversity throughout the employment lifecycle using qualitative and quantitative information to assist in identifying and removing any form of discrimination.
- Challenging and investigating discriminatory behaviour and enforcing the disciplinary procedure when this is considered necessary.
- Communicating, through internal communication channels, and regularly reviewing ED&I initiatives that have successfully been implemented.
- Supporting the communities in which we live and work to ensure that we are involved, accessible and socially responsible.
- Working with external groups and advisory boards to keep up to date with and benchmark against external best practice.

Some examples of how we will achieve this are:

- Ensuring that practices and assumptions made about ability based on age are eliminated and not using age as a criterion to restrict access to services (unless it can be objectively justified).
- Discouraging assumptions being made about ability based on an individual's disability, impairment or health condition.

- Reviewing our recruitment processes for disabled applicants and taking appropriate measures so far as is practicable to ensure that applicants with a disability have the same opportunities as those without disabilities.
- Supporting employees who experience disability whilst in their post to include the provision of reasonable adjustments and access to the occupational health service. This will include access to appropriate equipment, information, decision making and means of communication through, for example, the use of braille or dictation software.
- Supporting all employees, as appropriate to the needs and demands of the business, in making personal choices about their parenting, caring and work roles and responsibilities, and helping them find a work life balance that supports all priorities.
- Actively supporting those employees taking family friendly leave. For instance, we will ensure all employees are welcomed back appropriately and kept in contact with whilst on maternity, adoption, paternity or shared parental leave.
- Valuing the skills developed in the home and community as well as those developed in the workplace and will, as appropriate to the needs of the business, support employees to play an active part in the community they live in.
- Ensuring everyone feels comfortable in the workplace to discuss their own personal marital / relationship status and their own family situation.
- Confronting homophobic attitudes, behaviours and language and promoting an understanding of individual rights and attributes.
- Ensuring we take a proactive role in promoting the understanding of gender, transgender as well as marital / civil partnership status.
- Ensuring religious festivals, holidays and rights of worship are recognised and accommodated wherever and whenever reasonably practicable, taking into consideration business needs and requirements.
- Ensuring dietary needs are catered for where reasonably practicable, for example at training events and special events.

4. Measuring Policy Effectiveness

The ways in which we will measure the effectiveness of our ED&I policy include:

- Collating and reviewing quantitative and qualitative data throughout the employee lifecycle to identify any areas requiring action.
- Complying with our legal obligations in relation to monitoring the composition of the workforce.
- Recognition by external bodies in the form of awards, nominations and accreditations.
- Benchmarking against our organisations and external audits.

5. Further Information

If you have any queries regarding this policy please contact your Line Manager in the first instance.

If you require this policy in another format, please contact the HR Department on HR@ross-eng.com

6. Monitoring

We continuously review this policy, together with all of our employment policies and practices to maintain our focus on equality of opportunity.

A handwritten signature in black ink, appearing to read 'M. Mathers', is positioned above the printed name and title.

Martin Mathers
Chief Operating Officer
Ross-Shire Engineering Ltd