



I & H Brown is an Equal Opportunities employer, committed to equality of opportunity for all employees and job applicants. The Company encompasses equality, diversity and inclusion as core values and develops its policies and procedures within this context ensuring that all individuals who come into contact with the Company, whether as employees, or in other capacities, are treated with dignity and respect. We will ensure that opportunities the Company provides for personal development, employment and promotion are made available on a non-discriminatory basis and by providing a safe, supportive and welcoming environment for all applicants, employees and visitors.

The Company seeks through its policies and actions to integrate the principles of equal treatment and the promotion of diversity into all aspects of the Company's activities. Equal treatment requires recognition that some groups and individuals have particular and specific needs which should be met if they are to enjoy equal access to the employment and other opportunities offered by the Company. The Company recognises the need to provide its employment opportunities in a range of different and flexible ways, in order to ensure equality of access or opportunity for all, and in particular for individuals who have been exposed to persistent and longstanding disadvantage.

In valuing diversity the Company will aim to recognise the differences between individuals' cultural, social and intellectual contribution and will seek to promote greater mutual understanding of individuals who reflect these differences, and utilise the talents and experiences every individual can bring to the Company. The Company endorses the principles of the Equality Act 2010 and is committed to the positive promotion of equality, diversity and inclusion. To achieve this, the Company will:

- advance equal opportunity between individuals regardless of the nine 'protected characteristics' age, race, (including colour, nationality, ethnic or national origin), disability, sex, marital status or civil partnership, pregnancy or maternity, religion or belief, gender reassignment or sexual orientation
- foster positive relations between individuals who share the above 'protected characteristics' and those who do not
- ensure that no unlawful discrimination occurs in the workplace and that we do not discriminate because of working patterns or Trade Union Membership
- Managers must ensure that no requirement or condition is imposed without justification, which could disadvantage individuals on unlawful grounds

The Company is functionally diverse, operating in a local and national context. We expect all employees, visitors and contractors to behave in accordance with this policy and to have regard for the Company's values. The principles of equality, diversity and inclusion apply to the way in which employees should treat not only each other, but also visitors, contractors, subcontractors, service providers, suppliers, job applicants and any other persons associated with the functions of the Company.

The Company **will** ensure individuals are treated equally and fairly in the recruitment and selection process, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment. The HR Manager will regularly review the Company's procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant personal abilities and merits.

The Company is committed to the effective communication and implementation of this Policy through management, with overall responsibility for the Policy lying with the Main Board of Directors. All employees, contractors, subcontractors and visitors are required to comply with the Policy and to act in accordance with its objectives so as to remove any barriers to equality, diversity and inclusion. Any act of discrimination by employees or any failure to comply with the terms of the Policy will result in disciplinary action. Any individual who believes that they are being treated unfairly in any way associated with this Policy is entitled to raise the matter through the Grievance Procedure. The Company will ensure the Policy is properly and effectively implemented and evaluated.

To maintain best working practices the Company reviews this policy when necessary to reflect changes in legislation and industry standards and all Company policies are reviewed by the Board of Directors annually in June each year.

**J SCOTT BROWN**  
**MANAGING DIRECTOR**

**Date: June 2023**