



Statement of Intent

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 these opportunities in a range of different and flexible ways, to ensure equality of access or opportunity for all, and in particular for individuals who may have been exposed to persistent and longstanding disadvantage.

Promoting Equality, Diversity, and Inclusion

In valuing diversity, the Company aims 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 fully endorses the principles of the Equality Act 2010. We are committed to the positive promotion of equality, diversity, and inclusion across all aspects of our business. To achieve this the company will:

- Advance equal opportunity between individuals regardless of the nine **'protected characteristics'** (see also under Discrimination, Bullying, Harassment and sexual harassment Policy) age, race, (including colour, nationality, ethnic or national origin), disability, marriage and civil partnership, pregnancy and maternity, religion or belief, gender reassignment, sex and sexual orientation.
- Foster positive relations between individuals to whom the 'protected characteristics' apply and to those where they 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 how employees should treat not only each other, but also visitors, contractors, sub-contractors, 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, and transfer; and every other aspect of employment. The HR Dept 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, sub-contractors, and visitors are required to comply with the Policy and to act in accordance with its objectives to remove any barriers to equality, diversity, and inclusion.



Duties and Responsibilities

The Company will:

- Employ people based on their ability to meet the relevant job criteria without regard to discriminatory factors, known as 'protected characteristics' (explained in this policy)
- Give all employees equal access to relevant job-related training and development opportunities that fulfil identified needs
- Make decisions on promotion fairly and in accordance with objective criteria

The Company wishes to accommodate any specific needs for any employee where that is feasible and reasonably practical. Any employee who has any specific needs, for example in relation to their diet, dress code, culture, or ability to attend or undertake work, should discuss these in confidence with their Manager or a Director. The Company will do what it reasonably can to accommodate all reasonable requests within operational needs and will seek to make alternative arrangements where requests cannot be agreed.

All employees have a responsibility to uphold the principles of this Policy and to be aware of, and avoid, conducting yourself in a way which unfairly discriminates against others. All Managers have a responsibility to provide leadership and promote good practice in terms of equal opportunities.

All employees should report discriminatory practices to their Manager or a Director whenever it occurs. If you feel you may be suffering any discrimination or harassment, you are encouraged to report this in confidence to your Manager or a Director.

The Company is committed to maintaining a safe, respectful, and inclusive workplace. Any act of discrimination, harassment or sexual harassment by employees, or failure to adhere to the terms of this Policy, will usually result in disciplinary action, up to and including dismissal in serious cases.

Employees who believe they have been treated unfairly or subjected to harassment under this Policy are encouraged to raise their concerns through the Company's Grievance Procedure.

The Company will ensure this Policy is effectively implemented, regularly monitored, and evaluated to comply with legal requirements and foster a positive working environment.

J SCOTT BROWN
MANAGING DIRECTOR

Date: June 2026