

Equality, Diversity and Inclusivity Policy

Section Eight

Ramco is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination having taken account of the requirements of procurement policy notes (PPNs 06/20, 06/21 and 08/21). Implicit in the contract of employment is the right of men and women to receive equal pay for equal work and this equality extends to all contractual terms, whether concerned with pay or not.

Our aim is for our workforce to be truly representative of all sections of society and for each employee and job applicant to feel respected and treated equally. The purpose of this policy is to provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time and not unlawfully discriminate because of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality, and ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

We appoint, train, develop and promote on the basis of merit and ability and those involved in the recruitment, selection, promotion and training of employees have special responsibility for the practical application of this policy. This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy.

Through our training academy we promote equality, diversity and inclusion ensuring that staff, subcontractors, and suppliers are supported equally at all career levels. We are also a 'Disability Confident' government accredited organisation and train our staff responsible for recruitment to become 'Disability Confident', actively reducing the disability employment gap and addressing workforce inequalities. Collaboration with stakeholders remains central to our strategy. By co-designing solutions with staff, suppliers, customers, and communities, we deliver outcomes that are inclusive, innovative, and aligned with policy priorities.

All staff should understand they, as well as Ramco can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public. We aim to promote dignity and respect for all where individual differences and the contributions of all staff are recognised and valued. All employees have personal responsibility for the practical application of the Company's equality diversity and inclusion policy, which extends to the treatment of members of staff of our clients and contacts, as well as our own employees. We therefore oppose and avoid all forms of unlawful discrimination including:

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- Pay and benefits
- Terms and conditions of employment
- Dealing with grievances and discipline
- Dismissal
- Redundancy
- Leave for parents
- Requests for flexible working
- Selection for employment, promotion, training or other developmental opportunities

We take complaints seriously and any such discrimination will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 is a criminal offence.

The grievance procedure is available to any employee who believes that he or she may have been unfairly discriminated against. Disciplinary action under the disciplinary procedures shall be taken against any employee who is found to have committed an act of unlawful discrimination. Discriminatory conduct and sexual or racial harassment shall be regarded as gross misconduct. If there is any doubt about appropriate treatment under the Company's equality diversity and inclusion policy, employees should consult their line manager.

We will make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation. We will also review employment practices and procedures when necessary to ensure fairness, updating them and the policy to take account of changes in the law.

We will monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in this policy. Our monitoring will also include assessing how the policy is working in practice and how any action to address issues has been resolved.