

## JBS Equality, Diversity and Inclusion Policy

**JBS Group** is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

At JBS we understand 'Equality' to mean the equal rights and opportunities afforded to our staff and business partners; 'Diversity' is the extensive range of Age, Gender or Education, Nationality, Culture, Language amongst our staff; 'Inclusion' is a feeling of being part of the team, being heard, respected, valued and having equal political power.

Diversity does not make much sense without Inclusion: we believe that a diverse pool of talent will bring a more valuable breadth of perspective to JBS. However, if that diverse talent does not feel included, it will not stay and contribute.

We aim for our workforce to be truly representative of all sections of society and our customers; and for each employee to feel respected and able to give their best.

JBS is also committed against unlawful discrimination of customers or the public.

### **Our Equality, Diversity and Inclusion (EDI) policy's purpose is to:**

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
2. Not unlawfully discriminate bearing in mind the Equality Act 2010-protected characteristics of:

- *age*
- *disability*
- *gender reassignment*
- *marriage or civil partnership*
- *pregnancy and maternity*
- *race (including colour, nationality, and ethnic or national origin)*
- *religion or belief*
- *sexual orientation*

3. Oppose and avoid all forms of unlawful discrimination, including:

- 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

## Our commitments

JBS commits to:

- 1. Encourage equality, diversity and inclusion** in the workplace - as they are good practice and make business sense.
- 2. Create a working environment free of bullying**, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued. This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, 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.

- 2. Take seriously complaints of bullying**, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities. Such acts will be dealt with as 'Misconduct' under JBS Group's grievance /or disciplinary procedures, and appropriate action will be taken. 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 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- 4. Make opportunities for education, 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.
- 5. Make decisions concerning staff being based on Merit** (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- 6. Review employment practices and procedures** when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- 7. 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 the equality, diversity and inclusion policy. Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

JBS monitors each year the age, gender, ethnic profiles of staff and management and reports on the gender pay gap (both the mean and the median).

## **Agreement to follow this policy**

The equality, diversity and inclusion policy is fully supported by senior management.

## **JBS disciplinary and grievance procedures**

Details of JBS Group's grievance and disciplinary policies and procedures can be found in the JBS Employee Handbook. This includes with whom an employee should raise a grievance – usually your supervisor.

Use of JBS Group's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Related, relevant Documents:

- JBS Employee Handbook
- JBS Whistle-Blower Policy
- JBS Anti Harassment Policy
- JBS HR Report (for relevant year)
- JBS Training Plan (for relevant year)

End  
Grattan Boylan  
JBS Chair  
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