



EQUALITY, DIVERSITY & INCLUSION POLICY

VERSION 6

In a nutshell

We continue to build a culture that supports, encourages and celebrates difference as well as allows all people to thrive regardless of their background, identity or circumstances. We also look for a culture of equality, diversity and inclusion within our subcontractors and supply chains.

UMi is committed to eliminating unlawful discrimination and supporting a culture of equality, diversity and inclusion (EDI) whether that be the way we work with our team or when we engage with stakeholders, customers, suppliers and the public.

Guiding principles

UMi is an organisation:

1. that provides and promotes equality, fairness and respect for all team members regardless of whether they are temporary, part time or full time.
2. where no form of intimidation, discrimination, harassment, victimisation and any other conduct that is prohibited by or under The Equality Act 2010 will be tolerated and everyone is entitled to a working environment that promotes fairness, dignity and respect to all.
3. where team members feel respected, involved and connected to our success and individual differences and the contributions of all team members are recognised and valued equally.
4. with a focus on talent and ability, ensuring that development and progression is available to all team members; and
5. where all team members are aware of their responsibilities and are aware they can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, during their employment, against colleagues, customers, supplier and the public.

3. Who is it for & why does this affect me?

We recognise that our talented, committed team is the driving force behind what makes us unique, and we aim to ensure that each team member feels included, respected and valued. Through our culture and the ART of UMi, we empower our team to treat each other, as well as those they come into contact with, in a fair, dignified and respectful manner.

This Policy will be implemented within:

- all UMi policies and procedures including recruitment and selection, training and development, terms and conditions of service; and
- all dealings with team members, job applicants, contractors, suppliers, business partners, customers and the public.



4. When & how is it applied?

This policy must be applied at all times by all UMi team members, the Board and all parties working on behalf of UMi.

The Chief Executive has overall responsibility for ensuring UMi is compliant with this Policy and reporting to the Board of UMi Holdings Limited, the parent company and for implementing and reviewing the policy and for developing strategies to ensure continual improvement.

All managers are responsible for ensuring the policy is implemented in the area for which they have operational responsibility. They must ensure the policy is fairly and consistently applied, team members are aware of their obligations and the policy is complied with at all times.

All team members are responsible for cooperating with and adopting the requirements of the policy, ensuring they do not discriminate against colleagues, customers, suppliers or members of the public with whom they come into contact during the course of their duties. They are responsible for reporting any act of discrimination known to them, to their manager or member of the Executive Team.

5. Our commitments

UMi is an equal opportunity employer. We strive at all times to ensure no job applicant or team member receives less favourable treatment on the grounds of age, disability, gender, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, colour, religion or belief, sex, sexual orientation or any other form of stereotyping, nor should they be disadvantaged by conditions or requirements which are neither justified nor relevant to the job.

Recruitment & selection

We are an equal opportunity employer and we will:

- Appoint team members and Board members objectively and on merit, based on aptitude and potential.
- Monitor all stages of the recruitment process to ensure it is carried out fairly, accessible, transparent and presents no barriers.
- Eliminate any identified potential inequality.
- Maintain fair and transparent recruitment, promotion and reward processes.
- Review employment policies and procedures annually, adopting unbiased approaches and provide regular refresher training where it is required.
- Make sure managers and Board members carry out effective recruitment practices, adopting unbiased approaches and provide regular refresher training where it is required.
- Question candidates in a similar way in each designated area, although it is accepted that it is more important to gain relevant information than to adhere to set questions and this may require supplementary questions being asked.



Learning & development

- Commit to ensure equality of opportunity in terms of access to training in order to increase team members' knowledge and skills and to provide opportunities to develop their potential.

Ongoing employment

- Commit to assisting any team member who as a result of illness or accident becomes disabled, by making suitable provision, as far as is reasonably practicable, to assist that individual to maintain their employment and career opportunities.

Benefits, rewards & contractual terms

- Ensure no team members receive less favourable treatment regarding benefits received on the grounds of sex, marital status, age, disability, race, religious belief or political opinion nor should they be disadvantaged by conditions or requirements which are neither justified nor relevant to provision of the benefit.
- Part time and fixed term team members should be treated the same as comparable full time or permanent members of the team and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.
- We recognise, however, that Terms and Conditions of Employment across the business may vary for reasons unrelated to reasons of discrimination and in such instances those contractual terms will prevail.

Service standards

- These are embedded within UMi's culture and provide all team members with the understanding and resources to deliver exceptional service to each other as well as our stakeholders, customers and suppliers. This includes compliance with this Policy in all interactions.

Right to withdraw

- UMi reserves the right to withdraw our services / support to clients, suppliers or individuals that demonstrate persistent discriminatory behaviour.

6. Compliance

This Policy covers areas of both direct and indirect discrimination.

- **Direct discrimination** – treating someone less favourable because of a Protected Characteristic.
- **Indirect discrimination** – creation of an unjustified condition or term of employment which adversely affects people with a particular Protected Characteristic more than others.



This Policy complies with the Equality Act 2010 and the Equality and Human Rights Commission Equality Act Codes of Practice. This includes a commitment to pay all team members the Real Living Wage as a minimum.

7. Sanctions of non-compliance

- This policy should be read in conjunction with the Dignity at Work Policy
- We are committed to ensuring every team member has a positive, pleasant working environment and will not tolerate any type of discrimination or harassment for whatever reason.
- We are also committed to ensuring all those we engage with, including stakeholders, customers and suppliers are treated fairly and with dignity and respect.
- Anyone who believes they have been discriminated against on any grounds detailed in this Policy should take action via UMi's Grievance Procedure.
- Any team member found to have discriminated directly or indirectly against someone else will be subject to disciplinary action under UMi's Disciplinary Procedure, which for serious offences may result in dismissal.
- Any members of the public who wish to make a complaint can do so by contacting letstalk@weareumi.co.uk or 0191 716 1000

Date of approval/revision: 22/05/2023

Owner: Leigh Alder, HR Business Partner

Authorised by: Nicki Clark, Chief Executive

Signed:

A handwritten signature in black ink, appearing to be 'Nicki Clark', written over a faint, illegible printed name.