



Equality, Diversity, Inclusion (EDI) & Equal Opportunities Policy

Introduction

We are committed to promoting Equality, Diversity, and Inclusion (EDI) in all aspects of our business. This policy ensures that every individual is treated fairly, with dignity, and without discrimination in accordance with UK Equality Act 2010 and other relevant legislation.

This policy applies to all employees, contractors, clients, suppliers, and any third parties associated with our organisation.

Our Commitment to EDI & Equal Opportunities

- To take all reasonable steps to ensure that individuals are treated fairly in all aspects of their employment, including recruitment, pay, training, promotion, and career development.
- Promote a workplace culture that values diverse perspectives and contributions.
- Provide reasonable adjustments for employees and applicants with disabilities under the Equality Act 2010.
- Take appropriate action against any form of discrimination or harassment by employees or third parties.
- To provide a work environment in which all employees are treated with respect and dignity and that is free of intimidation, bullying and harassment.

Protected Characteristics

We comply with the **Equality Act 2010**, ensuring no individual is treated unfairly due to:

- ✓ 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

Employee Commitment

- Employees have a duty to co-operate with the Company to prevent discrimination, harassment or bullying and ensure that all colleagues are treated with fairness and respect.
- Employees must report discrimination, harassment, or bullying to their line manager or HR.
- Employees must not victimise or retaliate against any employee who has made allegations or complaints of discrimination or harassment, or who has provided information regarding such misconduct.
- Employees must attend any required EDI training.

Breaches of this policy, including acts of discrimination, may result in disciplinary action, including dismissal for gross misconduct.

Recruitment, advertising and selection

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of relevant experience, abilities and qualifications. The Company is committed to applying its EDI & Equal Opportunities Policy at each stage of the recruitment process.



Advertisements will encourage applications from all suitably qualified and experienced individuals. To attract a diverse range of candidates, the Company will, where reasonably practicable:

- Advertise roles widely and inclusively, ensuring that all recruitment materials are accessible to all candidates.
- Ensure candidates are assessed solely on skills, qualifications, and experience.
- Provide reasonable adjustments for applicants with disabilities.
- Ensure promotions and career progression are merit-based and free from bias

Training and development

The company is committed to the training and development of all employees and supporting all employees to realise their full potential. Training will:

- Be offered fairly to all employees.
- Support career progression for all groups.

Reporting complaints

All allegations of discrimination or harassment will be handled seriously, confidentially, and promptly. Employees can report concerns to their line manager, HR or via email confidentially to reporting@jlesgroup.com.

Compliance & Review

This policy is reviewed on at least an annual basis to ensure compliance with UK legislation, including:

- Equality Act 2010
- Employment Rights Act 1996
- Health and Safety at Work Act 1974
- Human Rights Act 1998

Signed

A handwritten signature in black ink, appearing to read "Paul Tomlinson", written over a horizontal line.

For and on behalf of JLES Group Limited
Paul Tomlinson
Director

Date

31st MARCH 2025

Review Date

APRIL 2026