



Installation Technology Ltd Diversity & Inclusion Policy

Installation Technology Limited is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. We believe that we are only as strong as we are different. The aim is 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. We celebrate everything that makes our employees unique, and we welcome how our varied backgrounds improve our team and the services we offer.

Installation Technology Limited is also committed to stand against all unlawful discrimination of suppliers, customers or the public.

Our Policy's purpose

This 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 because of the Equality Act 2010 protected characteristics of:
 - Age
 - Disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy, maternity, and paternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation
3. Oppose and avoid all forms of unlawful discrimination. This includes in:
 - 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

Installation Technology Limited commits to:

1. Encourage equality, diversity, and inclusion in the workplace as they are good practices 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.

3. 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 the organisation's grievance and/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 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.

When does this policy apply?

This policy applies to all conduct in the workplace and to conduct outside of the workplace that is related to your work (e.g., at meetings, social events, and social interactions with colleagues) or which may impact Installation Technology Limited's reputation (e.g. the expression of views on social media, contrary to the commitments expressed in this policy, that could be linked to Installation Technology Limited).

We set out below some specific areas of application:

a) *Recruitment*

Selection for employment at Installation Technology Limited will be based on aptitude and ability. Further detail is set out in Installation Technology's Recruitment and Selection Policy. Where possible, Installation Technology will capture applicants' diversity demographics as part of its recruitment processes to promote the elimination of unlawful



discrimination.

b) ***Recruitment of ex-offenders***

The Company actively promotes equality of opportunity for all candidates, including those with criminal records where appropriate. The Company requires you to provide details of any criminal record at an early stage in the application process. Any such information should be sent in a separate confidential letter to the designated person. Only those who need to see it as a formal part of the recruitment process will have access to this information. Having a criminal record will not necessarily prevent you from being appointed. Any recruitment decision will depend on the nature of the position and the circumstances and background of the offence(s). The Company will discuss with you the relevance of any offence to the job in question. If you fail to reveal any information relating to disclosures in accordance with the Company's Disclosures Policy, this may lead to the withdrawal of an offer of employment.

c) ***Training***

You may also be required to participate in training and development activities from time to time, to encourage the promotion of the principles of this policy.

d) ***Promotion***

All promotion decisions will be made on the basis of merit and will not be influenced by any of the protected characteristics listed above. Promotion opportunities will ensure equality of opportunity at all levels. Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers to promotion.

e) ***During employment***

The benefits, terms and conditions of employment and facilities available to Installation Technology Limited's employees will be reviewed on a regular basis to ensure that access is not restricted by unlawful means and to provide appropriate conditions to meet the special needs of disadvantaged or under-represented groups.

Our disciplinary & Grievance procedures

1. If someone unintentionally says or does something that feels disrespectful, it's your responsibility to speak up and let them know.
2. It's their responsibility to apologise and make sure they understand why it was disrespectful and avoid such language or behaviour in the future. This should be an open discussion with both sides assuming good intent and a chance to educate and learn from each other.

If there is a clear, intentional disrespect, discrimination, or harassment based on protected characteristics, discuss (with specific references) what your teammate has done to make you uncomfortable with their direct manager. If you are uncomfortable talking directly with their manager, you should speak with an HR representative.

Details of the organisation's grievance and disciplinary policies and procedures can be found in the Employee Handbook. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation'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.

Agreement to follow policy

The equality, diversity and inclusion policy is fully supported by the Senior Leadership Team (SLT) and has been agreed with employee representatives Jerome Michael – People and Talent Manager and Neville Hinchliffe – Compliance Manager.

Signature:

Dated: 11th March 2025

Name:

Ian Parris

Position: Chief Executive Officer CEO

Policy Review Board Meeting 11th March 2026