



Equality, Diversity and Inclusion Policy

MSP 01g

1. Introduction

1.1 The Suttle Projects Ltd Board is committed to promoting equality, diversity and inclusion both in the provision of services to the public and as an employer. The purpose of this policy is to ensure that all employees, customers, contractors and those who come into contact with the Group are treated equally and with fairness and consistency at all times and that diversity and inclusion is encouraged in all cases. We will ensure that as far as reasonably practical, organisations working for us have their own policy committing them to promoting Equality, Diversity and Inclusion, or otherwise that they will agree to work under ours.

1.2 This policy seeks continuous improvement and compliance with legislation. It is based on the principles that:

- a) all people have the right to be treated with dignity and respect;
- b) we will not discriminate on the grounds of race, gender, disability, nationality, religious or philosophical belief, age, sexual orientation, family status, trade union activity, age or any other factor irrelevant to a person's employment;
- c) we will adopt fair and inclusive practices throughout our operations and will eliminate all prejudice, discrimination, bullying and harassment;
- d) all employees have a personal responsibility for the practical application of this policy in their day-to-day activities and must support the policy at all times; and
- e) non-compliance with this policy will be treated seriously, including instigation of disciplinary procedures.

1.3 The Board and the Managing Directors are tasked to ensure that they:

- a) create a productive and safe working environment, promoting equality, diversity and inclusion in their workforce;
- b) actively demonstrate the company's policy and practices in the interests of inclusion, diversity and equal opportunities;
- c) develop new practices to ensure inclusion for employees, contractors and customers; and
- d) demonstrate continuous improvement in diversity and equal opportunities for all;
- e) tackle unconscious bias in recruitment and performance management. Selection and promotion should be on the basis of skills, ability and merit alone;
- f) improve career support for high potential people from protected characteristics groups;
- g) undertake specific consultative assessment to identify reasonable adjustments that can be made to enable any workers challenged by disability, ensuring they have fair and equal chance to access services offered;
- h) promote inclusive behaviours;
- i) tackle discrimination, bullying and harassment;
- j) improve the process and delivery of workplace adjustments.

2. Legislation and Codes of Practice

This policy conforms to the current international legislation and relevant codes of practice in the countries within which the Group operates. We will continually monitor this policy to ensure we are compliant with the requirements of relevant underpinning legislation; however our aim is to exceed the requirements of legislation wherever possible.

Signed:

A handwritten signature in black ink, appearing to read 'J Paine'.

J Paine, Managing Director

Dated: 19th January 2025

Date of next review: Jan 2026