

EQUALITY, DIVERSITY AND INCLUSION POLICY

Purpose

Prodrive is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating discrimination. Our objective is to create a workforce that is truly representative of all sections of society and foster a working environment in which there is no unlawful discrimination and employees feel respected and able to reach their full potential.

This policy is fully supported by the directors and management of Prodrive and has been agreed with the employee representatives as part of the Staff Consultative Committee, who will have the following responsibilities:

- To ensure that employees, contractors and job applicants have equality of opportunity from the recruitment stage, through training, development, promotion and at any other times and will be treated solely on the basis of their relevant aptitudes, skills and merit.
- To demonstrate that the company will not tolerate any form of discrimination, victimisation, harassment or bullying.
- To ensure that employees have the widest opportunities to maximise their potential, regardless of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or on the basis of sexual orientation.

Individual employees have the responsibility to ensure that they assist the company in successfully achieving these objectives and can contribute by:

- Not discriminating in the course of employment, against fellow employees, contractors, visitors, customers, suppliers, or any member of the public with whom they come into contact with during the course of their duties.
- Not inducing or attempting to induce others to practise unlawful discrimination.
 - Reporting any discriminatory action to their manager or the HR team.

The successful achievement of this policy necessitates a contribution from everyone, and all employees have an obligation to report any act of discrimination known to them.

Scope

This policy applies to all Prodrive employees, contractors, agency workers and job applicants in the UK.

This policy does not give contractual rights to individual employees or contractors. The company reserves the right to alter any of its terms at any time although we will notify you in writing of any changes.

General Principles

All employees and contractors have a duty not to discriminate against each other and not to help anyone else do so. We will not tolerate discrimination in our workforce.

Managers are directly responsible for implementing this policy.

This policy will be made known to all employees and where reasonably practicable, to job applicants.

Definition of discrimination

Discrimination is unlawful when it takes place on one of the following grounds (the 'protected characteristics'):

- age
- disability
- gender re-assignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Discrimination can take a number of forms:

- Direct discrimination is when someone is treated worse than someone else just because of a protected characteristic. For example, if a manager excludes an employee from a training course just because she is gay.
- Indirect discrimination is when an apparently neutral practice or requirement disproportionately disadvantages one group and cannot be justified by the needs of the business. For example, banning a certain type of hairstyle in the workplace, such as cornrows or dreadlocks, which may affect people of certain races or religions.
- Discrimination by association is when someone is treated worse than someone else because they associate with someone with a protected characteristic or perceived to have a protected characteristic. For example, if an employee ostracised a colleague because the colleague has a gay flatmate.
- Discrimination by perception is when someone is treated worse than someone else because they are perceived to possess a protected characteristic, even if

they do not in fact do so. For example if an employee is treated differently by a colleague because they think the employee is gay.

- It is also discrimination when a disabled person is treated unfavourably because of something connected to their disability and this cannot be justified by the needs of the business or when the business fails to make reasonable adjustments for a disabled person.

PROCESSES

Recruitment and Selection

We aim to ensure that job requirements and job selection criteria are clear and based only on what is required to get the job done effectively. We will avoid making stereotypical assumptions based on protected characteristics about who is able to do a particular job.

We aim to ensure that no job applicant is placed at a disadvantage by practices or requirements which disproportionately disadvantage protected groups and which are not justified by the demands of the job.

Disabled Employees

The company will make reasonable adjustments to practices and premises where possible to accommodate disabled employees and job applicants. For example, we can provide extra equipment or support, re-arrange duties and make changes to our premises in appropriate cases. If you think you may have a disability, you are encouraged to tell the business about this so that we can explore what adjustments might be appropriate.

Promotion and Training

Promotion and training decisions will be open to all staff and be made on the basis of merit. We will not unlawfully discriminate against any employee in making promotion or training decisions. We believe all employees should have an equal opportunity to progress and develop.

We will try to ensure that promotion opportunities are advertised internally and brought to the attention to as wider group of employees as possible.

Training needs will be identified through regular personal development discussions. Personal Development Reviews (PDRs) will be held with all staff at least once a year to identify their career aspirations as well as reviewing performance/previous objectives and setting new objectives.

Access to relevant training and development e.g., attending courses will be open to all staff.

Working conditions and terms of employment

The company recognises that some employees will have particular cultural or religious needs, and will endeavour to meet those needs as long as they do not jeopardise the company's responsibilities in any way e.g., on Health and Safety grounds.

Where necessary, communication difficulties will be assessed, and steps taken to overcome the problem.

All employees have the right to equal pay when carrying out the same work, no one will be treated less favourably in relation to pay, benefits and terms and conditions in their employment contract when carrying out equal roles.

We aim to ensure that our terms of employment, benefits, facilities and policies are free from unlawful discrimination.

We will ensure that decisions made under our disciplinary and attendance management policies are carried out fairly and without discrimination.

Training on equality, diversity and inclusion

The company will provide training for all employees on equality, diversity and inclusion, and specific guidance for our managers, supervisory staff and those responsible for recruitment on understanding and avoiding discrimination.

Our relationships with contractors, visitors, customers and/or suppliers

You must not discriminate against any of our contractors, visitors, customers and/or our suppliers. Equally, we expect our contractors, visitors, customers and/or suppliers not to discriminate against you and we will take appropriate action against any contractor, visitor, customer and/or supplier found to have done so.

What to do if you have been discriminated against

If you believe you may have been discriminated against, please tell us. You can speak informally with your manager or the HR team.

Where there is a particularly sensitive issue, such as sexual harassment or bullying, the complainant may approach the HR team directly for advice and support.

If you want to make a more formal complaint, you are encouraged to raise the matter through our [grievance procedure](#). If you believe the matter relates to bullying or harassment then you should raise the matter through our [bullying and harassment procedure](#).

Allegations of potential breaches of this policy will be treated seriously. Employees and contractors who make such allegations in good faith will not be victimised or

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treated less favourably as a result. However, false allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under our disciplinary procedure.

What will happen if you act in a discriminatory way?

If, after investigation, we decide that you have acted in breach of this policy you may be subject to disciplinary action up to and including dismissal. This applies to the most senior levels of management as well as to all other employees.

Policy review and promotion

We will promote and publicise our Equality, Diversity and Inclusion Policy on the intranet. Human Resources will review existing procedures and criteria (including the Equality, Diversity and Inclusion Policy) on a regular basis and change them where they find that they are actually or potentially unlawfully discriminatory.