

EQUALITY, DIVERSITY & INCLUSION POLICY

January 2024

OVERVIEW

SYSTRA is committed to equality of opportunity for all and we recognise the many benefits a diverse and inclusive workforce brings.

We are committed to eliminating discrimination and we will continue to work to create an inclusive culture where the dignity of all colleagues is respected. To reinforce our commitment, we have agreed the Equality, Diversity, and Inclusion (ED&I) Strategic Pillars with the Executive Board which are reviewed annually.

We support and encourage colleague participation in the ED&I Colleague Engagement Group (Everyone Onboard) which leads on developing, driving and communicating the ED&I action plan with the support of the Executive Board.

This policy refers to expected standards of conduct and behaviour within the workplace as well as work related events such as meetings, social events and other social interactions with colleagues and clients which may be linked to, or impact on, SYSTRA's reputation.

All colleagues at all levels are responsible for complying with this policy. Acts of discrimination, harassment, bullying, intimidation or victimisation against colleagues and Business Partners (joint venture partners, suppliers, clients, customers, visitors, consultants, and contractors) will be treated as misconduct under our Disciplinary Policy and it may amount to gross misconduct leading to summary dismissal.

SCOPE

This policy applies to all SYSTRA LIMITED colleagues based in the UK and IRELAND.

All Business Partners (joint venture partners, suppliers, clients, customers, visitors, consultants, and contractors) who visit or work with SYSTRA LIMITED – UK & IRELAND must behave in a respectful manner and adhere to the standards set out in this policy.

ACCESSIBILITY

SYSTRA recognises that accessibility related difficulties can be experienced by many individuals in different ways. If any aspect of this policy or process causes you difficulty, or if you need any assistance, you should speak to a member of the [HR Business Partnering team](#), who will arrange support for you.

POLICY PRINCIPLES

We will ensure all colleagues are treated fairly and have equal access to opportunities regardless of their age, disability, gender identity or gender transition, marital or civil partner status, pregnancy or maternity, family status, race (including colour, nationality or ethnic origin such as membership of the Traveller community), religion or belief, sex (gender) and sexual orientation and that practices and procedures are in place to support this.

We are committed to:

- providing equality, fairness and respect for all in our employment, whether temporary, part-time, or full-time;
- recruiting high calibre colleagues from all sections of the community, ensuring that no colleague or job applicant receives less favourable treatment on grounds which are not related to the role;

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- enabling all colleagues to achieve their potential by providing them with career opportunities and relevant training and development in line with their own and the business need;
- not discriminating against protected characteristics (as described in the UK Equality Act 2010 and the Irish Employment Equality Act 1998 (Code of Practice) (Harassment) Order 2002) of age, disability, gender identity or gender transition, marital or civil partner status, pregnancy or maternity, family status, race (including colour, nationality, or ethnic origin such as membership of the Traveller community), religion or belief, sex (gender) and sexual orientation, or on any grounds even if it does not fall within these characteristics;
- take breaches of this policy seriously and we will support colleagues to resolve any concerns they may have. If colleagues have a complaint, they should speak to their Line Manager in the first instance. If a colleague feels unable to do so, they should refer their concerns to their HR Business Partner. All complaints will be treated in confidence;
- training managers and all colleagues to ensure they understand their rights and responsibilities in relation to this policy. Responsibilities include colleagues conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination;
- reviewing employment policies and procedures to ensure fairness and to adopt up to date best practice approaches across all aspects of policy and process.

POLICY GOVERNANCE

This policy was reviewed and updated in January 2024.

The HR Director has overall responsibility for the implementation and monitoring of this policy.

The policy will be reviewed on a regular basis and the Company reserves the right to make changes to the policy as appropriate, in line with legislative changes or amendments to our working practices.

Any queries or comments about this policy should be addressed to the HR inbox hruk@systra.com.

This policy does not form part of the contract of employment and it may be amended from time to time.



Suzanne Walker

HR DIRECTOR

SYSTRA LIMITED - UK & IRELAND

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