



Equality & Diversity Policy

BIE Group

BIE operates in over 50 countries to support its global customer base and we ensure that we operate in a way that respects and values each other's differences, that promotes dignity, equality and diversity and that encourages individuals to develop and maximise their true potential. We achieve this by

- ✓ Recruiting and managing based on an individual's competence and performance,
- ✓ Creating a culture that empowers and rewards people to act in accordance with this policy,
- ✓ Appreciating and respecting the unique attributes that everyone brings to the workplace,
- ✓ Fostering an inclusive and supportive culture to enable people to develop to their full potential,
- ✓ Ensuring we have clear reporting processes and procedures in place,
- ✓ Undertaking diversity initiatives and measuring their effectiveness,
- ✓ Promoting diversity through our actions and interactions,
- ✓ Providing diversity education and training,
- ✓ Taking action to prevent and stop discrimination, bullying and harassment,
- ✓ Actively monitoring recruitment, promotions and turnover and communicating statistics,

It is the BIE Groups policy to treat all employees, potential employees, customers and other stakeholders fairly and equally regardless of their sex, sexual orientation, trans-gender status, marital status, civil partnership status, pregnancy/maternity, race, colour, nationality, ethnic or national origin, religion/ belief, age, disability, union membership status or political belief. Furthermore, the Company will ensure that no requirement or condition will be imposed without justification that could disadvantage individuals purely on any of the above grounds.

The Company is committed to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective. All staff are required to comply with the policy and to act in accordance with its objectives to remove any barriers to equal opportunity. Any act of discrimination by employees or any failure to comply with the terms of the policy will result in disciplinary action.

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, interns, agents, contractors, external consultants, third-party representatives and business partners but primarily applies to recruitment and selection, terms and conditions of employment including pay, promotion, training and every other aspect of employment.

Decisions with regards to recruitment, training and promotion will only be made with reference to the requirements for that position.

Your Responsibilities:

- ✓ Every manager and employee have a personal responsibility to implement this policy.



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- ✓ You must notify your manager (or your usual point of contact within the company if not an employee) if you believe or suspect that a conflict with or breach of this policy has occurred or may occur in the future.
- ✓ You are encouraged to raise concerns about any issue in any parts of the company's business or its supply chains at the earliest possible opportunity.

Responsibility for the policy

The board of directors have overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all our people comply with it. Management at all levels are responsible for ensuring those reporting to them understand and comply with this policy and are given adequate and regular training.

Raising a concern

The company aims to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken. The company is committed to ensuring no one suffers any detrimental treatment because of reporting in good faith their suspicion that modern slavery of whatever form is or may be taking place in any part of our own business or in any of our supply chains.

Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform your manager immediately. If the matter is not remedied, you must contact the BIE Group Chairman.

Communication and awareness of this policy

Training on this policy, will be provided as necessary. The company's zero-tolerance approach must be communicated to all suppliers, contractors and business partners at the outset of its business relationship with them and reinforced as appropriate thereafter.

Breaches of this policy

This policy does not form part of any employee's contract of employment and we may amend it at any time. Whilst this policy does not form part of any employee's contract of employment, any employee who breaches this policy will face disciplinary action, which in the most serious of cases could result in dismissal for misconduct or gross misconduct. The company may terminate its relationship with other individuals and organisations, including suppliers, working on its behalf if they breach this policy.

Graham Rush
President BIE Group
27th February 2025