



**EQUALITY, DIVERSITY &
INCLUSION POLICY**
MAY 2025



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INTRODUCTION

Equality is at the heart of our ethical standards and our aim is to make full use of people's talents and skills by creating an open and inclusive workplace culture where people from all backgrounds can work together with dignity and respect.

SCOPE

This policy covers all current and potential employees, contractors, consultants, agency workers, suppliers, clients of and visitors to The Proman Group of Companies.

It covers discrimination on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief, sex or sexual orientation as set out in the Equality Act 2010. Proman also

recognises that there can be differences between the physical sex and gender assigned at birth and an individual's gender identity/expression, therefore, this policy also covers discrimination on the basis of a person's gender identity.

This policy should be read in conjunction with Proman's Equality, Diversity and Inclusion guidance. Everybody working for or connected with Proman has a responsibility to promote EDI.

PRINCIPLES

Proman recognises that providing equality of opportunity, valuing diversity and promoting a culture of inclusion are vital to our success. We want our employees, clients, suppliers, partners and other stakeholders to reflect the diversity of the regional, national, and international communities that we serve.

We aim to be a place where people can be free to be themselves no matter what their identity or background. By creating a working and social environment in which individuals can utilise

their skills and talents to the full without fear of prejudice or harassment, we aim to create a culture where everyone can reach their fullest potential.

We will ensure that EDI is embedded in all our activities, policies and decisions and will work with our partners to share good practice. Key to this is our commitment to implementing a programme of activity to progress our equality aims and objectives.

COMMITMENT

We will take active steps to fulfil our responsibilities and promote good practice by:

- > Complying with legal obligations in a transparent manner.
- > Developing EDI objectives as well as mainstreaming EDI in to our planning process.
- > Publishing this policy widely amongst employees and on our website.
- > Assessing the impact of policies, content and working practices to identify, remove or mitigate any disadvantage to underrepresented groups or recognise any cultural or religious sensitivity or differences.
- > Taking action to redress any gender, racial or other imbalance highlighted from monitoring data.
- > Promoting awareness and understanding of EDI matters among employees and other parties through policies, training, guidance and campaigns.
- > Engaging with employees in respect of changes which may affect their employment.
- > Ensuring that employees and candidates are treated fairly and judged solely on merit and by reference to their skills and abilities.
- > Raising awareness of our policies and commitment to EDI with external suppliers, clients, contractors and partners and encouraging them to follow similar good practice.
- > Ensuring Proman offices are, as far as reasonably possible, welcoming and accessible to all.
- > Making sure reasonable adjustments are made, as appropriate, to enable employees with disabilities or additional needs to overcome barriers in the workplace.
- > Requiring that our collateral, where practical, includes positive, diverse content that is sensitive and relevant to our global community.
- > Ensure compliance with employment and equal opportunity legislation and regulation.
- > Ensuring employees and other stakeholders are provided with appropriate tools so that they feel confident to discuss EDI issues and raise any concerns.
- > Dealing with potential and actual acts of discrimination, harassment and bullying appropriately under the relevant Proman policy and taking appropriate action where necessary.
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ACCESS TO WORK

OUR COMMITMENT TO ACCESSIBILITY

We are committed to providing equal access to employment opportunities for all individuals, including those with disabilities or health conditions. We aim to create an inclusive and supportive working environment where everyone can perform to their fullest potential.

REASONABLE ADJUSTMENTS

We will consider reasonable adjustments to support employees and applicants with disabilities, unless doing so would impose a disproportionate burden. Adjustments may include:

Changes to the work environment or duties
Provision of assistive equipment or software
Flexible working arrangements
Adjustments to policies or training materials

ACCESS TO WORK SCHEME

We actively support the use of the UK Government's **Access to Work** scheme, which can help fund practical support for employees with disabilities or long-term health conditions. This may include:

- > Specialist equipment and assistive technology
- > Support workers (e.g. BSL interpreters, job coaches)
- > Travel to and from work if public transport is not suitable
- > Adaptations to vehicles or the workplace
- > Access to Work grants do not need to be repaid and do not affect other benefits.

HOW TO REQUEST SUPPORT

Employees or applicants who may benefit from Access to Work or other workplace adjustments should contact **People & Talent** via the Helpdesk to discuss their needs in confidence. We aim to respond promptly and work collaboratively to identify effective support.

- > Any support agreed in advance of grant approval will be at the Company's discretion
- > All adjustments will be assessed in the context of the specific role, location, and operational requirements, to ensure they are reasonable and sustainable for the business

INFORMING MANAGERS

Employees are encouraged to inform their line manager if they intend to apply for Access to Work so that appropriate planning and coordination can take place.

BUSINESS AND ROLE-SPECIFIC CONSIDERATIONS

While we will always seek to accommodate needs where possible, support under Access to Work is not guaranteed to cover all costs. As such:

- > The Company may need to contribute towards the cost of adjustments, particularly for physical adaptations or specialist travel

NON-DISCRIMINATION

We do not tolerate discrimination, harassment or victimisation on the grounds of disability. All employees are expected to treat colleagues with dignity and support our commitment to accessibility.

ACCESSIBILITY STANDARDS

We continue to review and improve the accessibility of our physical and digital workplaces and remain committed to creating a truly inclusive environment.

MONITORING AND REPORTING

This policy will be reviewed regularly to ensure compliance with applicable legislative changes, changes within the organisation and best practice.

OTHER RELEVANT POLICIES AND PROCEDURES

- > Disciplinary Policy
- > Dignity and Respect Policy
- > Neurodiversity Policy



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