

# Inclusion at Work Standard

## Introduction

Bidcorp UK is our UK group name and covers all of our UK businesses. We've introduced a number of policies that apply to everyone working for, or with, any of our UK businesses. This does not change who you are employed by (or who you have a relationship with, in the case of contractors and suppliers), which will be stated in your employment or service contract. A full list of UK businesses can be found in the [Corporate Governance Booklet](#).

## Purpose

Bidcorp UK is committed to creating an environment where all employees feel included, safe and comfortable at work. This Standard outlines our commitment throughout the employment lifecycle to equality, diversity and inclusion and sets out how we put this commitment into practice through ensuring equal opportunities in employment. We believe that this strong foundation will maximise people potential throughout our organisation. We also believe that each of us is unique, whether in terms of our background, personal characteristics, experience, skills or motivations, and this mix can only add value to our business. Therefore, we oppose any form of less favourable treatment or unlawful discrimination being shown towards employees or prospective employees.

This Standard should be read in conjunction with our workplace behaviour standard which outlines our commitment to maintaining a positive work environment that is free from all forms of bullying, harassment and victimisation as well what we mean by fairness, respect and dignity.

This applies to all employees working for any business that falls within the Bidcorp UK group. This includes employees, workers and contractors. The Standard also applies to prospective employees who have applied for a position with us and is relevant to all stages of the employment relationship.

## Our Commitments for an Inclusive Work Environment

We are committed to ensuring that all employees and prospective employees are treated fairly and with respect and dignity. We do this by providing equal opportunities for employees and prospective employees throughout the employment lifecycle in areas such as remuneration, recruitment and selection, training, development, learning and career progression.

We expect all employees, to take personal responsibility for observing, upholding, promoting and applying this Standard. Our culture is underpinned through our day-to-day working interactions, so creating the right environment is a responsibility that we all share. We expect all employees to treat colleagues and third parties (including customers, suppliers, contractors, agency staff and consultants) fairly and with dignity and respect, allowing for a workplace free from all types of discrimination.

By embedding our values and vision and constructively challenging inappropriate comments or ways of working, all employees can contribute to maintaining a working environment where everyone feels included, safe and comfortable.

### **Prevention of sexual harassment**

As a responsible and inclusive employer, and in full understanding of our obligations under the Worker Protection (Amendment of Equality Act 2010) Bill effective of October 2024, Bidcorp UK is committed to taking proactive steps to prevent employees experiencing sexual harassment in the course of their employment and also to comprehensively investigate and find resolution to any alleged acts of sexual harassment. This commitment considers sexual harassment occurring “in the course of employment”. This covers sexual harassment occurring within the workplace, but also covers sexual harassment occurring at work-related events such as conferences or other days or evenings. Bidcorp UK also seeks to prevent third-party sexual harassment, which is sexual harassment carried out by individuals who are not directly employed by Bidcorp UK. For further information on the process that will be followed should sexual harassment be reported please see the Bidcorp UK Workplace Behaviour Standard.

### **What is Discrimination?**

The Equality Act 2010 prohibits discrimination because of certain protected characteristics. We are committed to ensuring a workplace free from all types of discrimination as defined below.

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|---------------------------------------|---|
| <b>Direct Discrimination:</b>         | Treating someone less favourably because of a protected characteristic compared with someone who does not have that characteristic.   |
| <b>Indirect Discrimination:</b>       | Where a policy, procedure or way of working that applies to everyone puts people with a particular protected characteristic at a disadvantage, compared with people who do not have that characteristic, unless there is a good reason to justify it. |
| <b>Discrimination by Association:</b> | Treating someone less favourably because they are associated with someone who has a protected characteristic.   |
| <b>Discrimination by Perception:</b>  | Treating someone less favourably because you perceive them to have a protected characteristic even if they do not.  |

We consider all forms of discrimination to be unacceptable in the workplace regardless of intent. If any of our employees are found to have committed, authorised or condoned an act of discrimination this will be handled in accordance with the relevant Bidcorp company disciplinary process.

## Explanation of “Protected Characteristics”

We are opposed to any form of less favourable treatment or discrimination (direct or indirect and by perception or association) of employees or any prospective employees on the grounds of any of the following protected characteristics, as set out by the Equality Act 2010:

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

Additionally, we oppose any form of less favourable treatment on the following grounds:

- political membership or conviction
- membership or non-membership of a trade union

## Our Responsibilities

We will always take any complaint of discrimination seriously and handle it with care.

We will inform all existing and new employees of this standard and ensure it is adhered to at all times. We will also train our leaders on how to identify and manage complaints of discrimination, harassment, victimisation or bullying in conjunction with our Workplace Behaviour Standard.

We will also make sure that we operate to specific standards in the following areas of work:

### Recruitment and Selection

- We'll advertise the majority of vacancies internally (main exceptions being where there are people to redeploy or where a role will fill specific development requirements).
- Applicants will be considered based on their skills, competence, knowledge and experience against role requirements for job opportunities both within the business and when joining us externally.
- No recruitment literature or advertisements will imply a preference for any one group of applicants.
- We'll ensure that our job adverts and associated literature is accessible and clear
- Any assessments used through the recruitment process will be accessible for all and reasonable adjustments will be made to accommodate candidates with specific needs
- We'll comply with the codes of practice set out by the Equality and Human Rights Commission.

## Training, Learning and Development

- Opportunities for training, learning and development will be available to all employees with no group of employees receiving less favourable treatment.
- Opportunities will be judged against training, learning and development requirements for current and potential future job roles.

## Remuneration

- Any decisions made relating to a person's salary, allowances or bonus payments, will be free from discrimination and considered based on all appropriate factors such as organisational performance and market rate data. Bidcorp participates in independent salary surveys to measure our employee population against market rate each year.
- We comply with national minimum wage and national living wage requirements as thresholds increase, and check employee pay rates regularly.

## Prevention of Sexual Harassment

- All employees undertake e-learning on a regular basis to ensure that everyone has a comprehensive understanding of workplace behaviour expectations as well as what sexual harassment is and their role in preventing and addressing it.
- We'll ensure that additional education and guidance is provided to Senior Leaders and all People Managers to give them the confidence to tackle sexual harassment.
- We recognise the need for regular risk assessments and audits to identify and mitigate risks of sexual harassment. We actively consider the risks of sexual harassment occurring in the course of employment and devise and implement reasonable steps we can actively take to reduce those risks and proactively prevent sexual harassment occurring.
- We'll follow a clear, fair and supportive procedure through our workplace behaviour policy to encourage the reporting of potential or alleged sexual harassment in the course of employment.
- We'll ensure that all employees know that they can report any incidences of third party sexual harassment, which is sexual harassment carried out by anyone not directly employed by Bidcorp UK. This can be reported using the Bidcorp workplace behaviour policy.

## Career Development

- Any decisions made relating to a person's promotion or career development will be free from discrimination and considered based on their skills, competence, knowledge and experience
- We ensure that selection criteria and processes for recruitment and promotion are reviewed on a regular basis so that there is no discriminatory impact on a certain group
- We offer all employees and prospective employees opportunities for career development through the form of apprenticeships and further professional qualifications through our approach to company sponsorship for continued professional development

## Monitoring and reviewing

We will constantly monitor how this standard is implemented to make sure it is effective. From time to time, we will review our recruitment and selection, remuneration and learning and development processes to make sure they are still adequate in respect to upholding our commitment to equality, diversity and inclusion.

## Employee Responsibilities

Employees must adhere to this standard and highlight any known discriminatory instances or practices to their line manager or HR Representative. If an employee considers that they have been or are being discriminated against, bullied, harassed or victimised they should bring a complaint using the process set out in our workplace behaviour standard and procedure.