

## Diversity & Inclusion policy

byrne-dean was established and is run as a values-based business. In all our decision making we should adhere to our core values. Three of those values: 'Making a difference', 'Work in its proper place' and 'Connecting with people' are extremely relevant in the area of diversity and inclusion.

We are committed to valuing and promoting diversity, not only in the way we treat people who work with us (employees and associates) but also in the work we do for our clients. We aim to create and sustain an inclusive and meritocratic work environment that provides equality of opportunity for everyone, irrespective of any personal characteristics that are not relevant to the way they conduct their work including: race, nationality, ethnicity, gender identity, marital status, age, disability, religious belief, political opinion, or sexual orientation.

Fundamentally though, diversity and inclusion are more than equal treatment issues. At byrne-dean, we believe in valuing the differences that people bring to the organisation, rather than just complying with the law. We foster a constructive feedback culture – we encourage challenges to the status quo.

Our values and this policy apply to all employees and associates of byrne-dean.

### byrne-dean's commitment

- To comply at all times with our values and with the letter and the spirit of this policy.
- To value difference as a means of broadening the byrne-dean talent base and enabling all employees and associates to reach their full potential.
- To always have in our mind the various behaviours and assumptions underlying less favourable treatment and to understand the negative effect these can have on us, our employees, associates and the people we work for and with.
- To monitor the application of this policy and eliminate any discriminatory practices that may be limiting byrne-dean's ability (and the ability of our employees and associates) to achieve our objectives.

### The commitment of our employees and associates

- To comply at all times with our values and with the letter and spirit of this policy.
- To always have in our mind the various behaviours and assumptions underlying less favourable treatment and to understand the negative effect these can have on us, our employees, associates and the people we work for and with.
- To be self-aware and sensitive to the potential impact of our own behaviour on colleagues and the people we work for and with.
- To co-operate in the elimination of any discriminatory practices that may be identified.

### Recruitment

We are committed to providing a professional and innovative service to our clients and we believe that this can be better achieved by a workforce that values and reflects the diversity of our society. It is essential that we attract and retain the most talented people to continue to compete successfully. We recognize that as we grow we should be cognizant of our recruitment pool whilst maximising the potential of our existing employees.

## **Promotion and career development**

When making decisions on promotions and career development, we should focus on the employee or associate as an individual, with particular talents and experiences, rather than make assumptions based on any personal characteristics that are not relevant to the way they conduct their work (including race, nationality, ethnicity, gender identity, marital status, age, disability, religious belief, political opinion, or sexual orientation.).

## **Agile and flexible working**

In line with our values, people work in a number of different ways for byrne-dean. There is no norm. Part-time and remote working are all encouraged and predominate. We strive to ensure that hours or pattern worked does not affect in any way the opportunities for development or the quality of work offered to our employees. We recognise that the most important issue is one of communication and that this is not a question of geography or timeframe.

## **Behaviour at work**

byrne-dean aims to create a working environment that releases the full potential of employees and encourages their creativity and productivity.

Unwanted behaviour in the form of bullying or harassment affects the dignity of everyone subjected to it. All employees have the right to be treated with consideration and respect at all times in their work. It is our intention to create a climate free from bullying and harassment, and which is psychologically safe, namely one in which all employees and associates feel confident to raise concerns of this kind and have them dealt with quickly, sensitively and effectively. We expect this same standard of behaviour to be applied by our clients, suppliers or any third party we work with, to ensure the safety of our employees and associates and will address any situation which is contrary to this policy as a matter of priority.

Any concerns can be raised informally with an employee's manager, directly with our Chief Executive or in accordance with the Grievance policy.

## **Our work with clients**

We exist to make a difference in our clients' workplaces. In all of our work we aim to reflect our values and the sentiments and principles underlying this policy. We use our platform to champion diversity and inclusivity and to challenge, in an appropriate and respectful manner, any and all behaviour we see that may not be in accordance with these core ideas.

## **Grievance and discipline**

If any employee or associate believes that they have been unfairly discriminated against or treated in a way which has affected their dignity, and / or feel that they have not had a satisfactory resolution following an informal complaint, they should raise the issue with the Chief Executive or under the Grievance policy.

If any employee or associate is found to have breached the letter or spirit of this policy they may be subject to disciplinary action which in serious cases may result in dismissal or termination of the relationship.

## **Monitoring**

We may maintain records of the age, race, gender, and disability of job applicants and existing employees.