



**FourNet<sup>®</sup>**

# Equality, Diversity and Inclusion Policy

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## Document Control

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25.09.2023	2.0	Review and addition of appeals into section 6 and change of owner from Diane Greenland	Sarah-Jane Heber-Hall
15.02.2024	2.1	Review and update formatting, update Purpose and Enforcements	Steph Whittaker

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This document is controlled as a single entity, as any change, however slight, even a single character, to any part of the document by definition changes the entire document. For this reason, as well as the fact that the concept of “page” varies with the publication format, page-level revision is not practiced with this or any other FourNet document.

## Authorisation

Document Prepared by: Steph Whittaker - Head of Talent and People

Verified and Authorised by:



Richard Pennington - Managing Director

## 1. Overview

Fournet are committed to promoting a culture that empowers people through providing a working environment where an inclusive culture and a diverse workforce are valued and expected. The culture is one of trust, fairness and freedom to share our diverse perspectives; and people are at the heart of everything we do. The purpose of this Equality, Diversity and Inclusion (EDI) policy is to set standards that are observed by all Fournet activities.

## 2. Our Values

The FourNet way is an inclusive culture, built upon values of respect, equity and equal opportunity, which celebrates inclusion and diversity, and creates a safe environment in which everyone can thrive.

## 3. Our Purpose

FourNet's policy's purpose is to provide equality, fairness and respect for all in our employment to ensure:

- **FourNet is a Fair and Inclusive Workplace** – We create a sense of belonging for all employees through a culture of open-mindedness, equality and empowerment. A working environment free of bullying, harassment, victimisation, and unlawful discrimination promoting dignity and respect for all.
- **Celebrates Diversity** – We recruit and develop diverse talent and connect with diverse communities.
- **Empowers Speaking Up**– All employees are responsible for implementing this policy and challenging non-inclusive behaviours. We will develop our employees to ensure that we all have the knowledge and confidence to embed our inclusive culture and, in turn, maintain a zero-tolerance approach to discrimination.

## 4. Our Guiding Principles

- We make inclusion a reality in all we do.
- We provide a supportive working environment.
- We provide equal opportunities for all employees.
- We remove barriers to an inclusive and diverse workplace through inclusive recruitment.
- We speak out about non-inclusive behaviour.

## 5. EDI Responsibilities

The (EDI) policy applies to all Fournet employees/workers and contractors. We are all responsible for contributing to an inclusive diverse workplace to ensure that everyone benefits from a sustainable workplace that encourages entrepreneurial spirit and achieves positive impacts delivered with integrity and sincerity. It applies to all processes within the business from our internal activities to our work with customers, advisors, members of our network and all other external stakeholders. We will

all hold ourselves accountable to this policy by reporting our diversity metrics and the success of our initiatives annually.

We endeavour to monitor all our recruitment activity and make the application process 100% anonymised through to the shortlisting process. Recruitment diversity statistics will be reported quarterly.

Non-inclusive behaviours are not tolerated. Any instances of unacceptable behaviour can be reported in confidence to the People Operations Team or an employee's line manager. Such acts will be taken seriously, and appropriate action will be taken.

We fully understand the legal framework and will always operate lawfully in accordance with the Equality Act and other relevant statute. In addition to ensuring that discrimination, harassment, and victimisation does not occur in relation to protected characteristics (and beyond, e.g. social mobility), we adopt a zero-tolerance approach to bullying and inappropriate "banter" in the workplace.

## 6. Appeals

If you wish, you may appeal against our recruitment decision. You should direct any appeal to the People Operations Team, who will plan for your appeal to be heard. Appeals must be made in writing and without unreasonable delay, which will normally mean no longer than five working days after you were told of the decision.

You should only make an appeal if:

- We were not made aware of something important related to your application when we made our decision; or
- You want to challenge information used by us.

When appealing, you should set out in writing what aspects of the decision you are challenging and why. We will then organise a meeting to discuss your appeal as soon as possible. Appeals will normally be heard by an alternative manager to who conducted the initial meeting.

You must take all reasonable steps to attend the meeting. As at the first meeting, you may choose to be accompanied to the meeting by a colleague. As soon as possible after the appeal meeting, we will advise you in writing of our final decision, explaining the grounds for that decision and why they apply.

## 7. Enforcements

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Details of the disciplinary and grievance procedures can be found in the Employee Handbook.

## 8. Communicating FourNet's Policies

Relevant training, bulletins, education materials, policies, procedures, and processes are provided on an ongoing basis to all employees to ensure they are fully aware of their responsibilities and are kept up to date of any new requirements. These are communicated in a number of ways, including, but not limited to:

- Induction sessions;
- PDR meetings;
- Company meetings;
- Atlas/Citation portal; and
- Regular company bulletins via Microsoft Teams.

## 9. Review and Ownership of This Policy

We will review the effectiveness of this policy regularly, and at least annually, and update it where necessary, in line with our commitment to sustainability and driving continuous improvement.

This document is managed by the ISO review process and, as such any revisions will be authorised at Board Level prior to general release.

This policy document is ISO controlled and as such, the source document will be stored in the secure area of the FourNet ISO SharePoint and a PDF version in FourNet Open Access ISO Documents PDFs folder, sub-folder 002 Policies.