

# Diversity, Equality and Inclusion Policy



Revision 2 - 06/06/2023

J+S is dedicated to encouraging a supportive and inclusive culture amongst the whole workforces. We encourage equity and eliminate discrimination in the workplace. It is within our best interest to promote neurodiversity in the workplace.

Our aim is to ensure that all employees and job applicants are given equal opportunity and that our organisation is representative of all sections of society. Each employee will be respected and valued and able to give their best as a result.

We create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued. The rights and responsibilities as defined by this policy apply to all working under the control of J+S Subsea including directors, management and employees. These responsibilities include all persons working under the control of J+S Subsea conducting themselves in a manner which promotes equal opportunities in employment, and prevents bullying, harassment, victimisation and unlawful discrimination. All persons working under the control of J+S Subsea should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination. We commit to take seriously complaints of bullying, harassment, victimisation and unlawful discrimination. Such acts will be dealt with as misconduct under the organisation's employees handbook, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

We will make opportunities for training, development and progress available to all, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

This policy reinforces our commitment to providing equity and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, caring responsibilities, disability, family situation, gender expression, gender identity, gender reassignment, marriage and civil partnership, pregnancy and maternity, race including ethnic origin, colour, nationality and national origin, religion or belief, sex, sexual orientation, the effects of the menopause or trade union activity.

All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect. When J+S selects candidates for employment, promotion, training, or any other benefit, it will be on the basis of their aptitude and ability.

All employees will be given help and encouragement to develop their full potential and utilise their unique talents. Therefore, the skills and resources of our organisation will be fully utilised and we will maximise the efficiency of our whole workforce.

J+S commitments:

- To create an environment in which individual differences and the contributions of all team members are recognised and valued.
- To create a working environment that promotes dignity and respect for every employee.

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- To not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this policy.
- To make training, development, and progression opportunities available to all staff.
- To promote equity in the workplace, which believes is good management practice and makes sound business sense.
- To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures.
- To encourage employees to treat everyone with dignity and respect.
- To regularly review all our employment practices and procedures so that fairness is maintained at all times.

J+S will inform all employees that an Equality, Diversity and Inclusion policy is in operation and that they are obligated to comply with its requirements and promote fairness in the workplace. The policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

This policy is fully supported by senior management and has been agreed with employee representatives.

Our policy will be monitored and reviewed annually to ensure that equality and diversity is continually promoted in the workplace.

Signed: *Phil Reid*  
Name: Phil Reid  
Position: Managing Director  
Date: 06/06/2023

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