

Equality, Diversity & Inclusivity Policy.

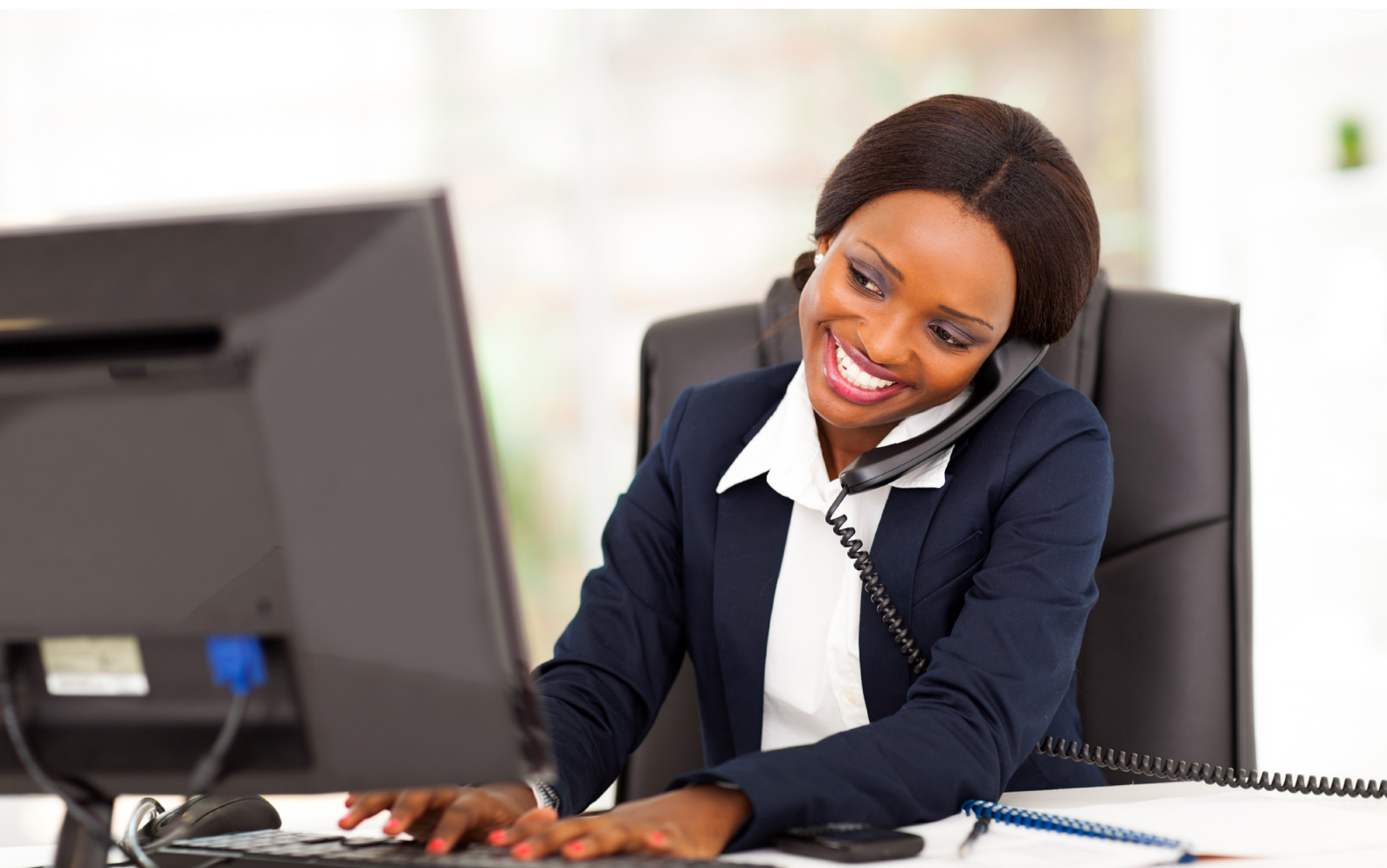


Policy

EV Cargo is committed to creating the best possible working environment for you and we believe in providing fair treatment and encouraging, equality, diversity and inclusion among our colleagues, ensuring our workplace is free from any kind of inequality.

We aspire to demonstrate best practice in our people management policies and practices. We will build our relationships with our external stakeholders with diversity and inclusivity informing our approach. We will underpin our relationships with a determination to demonstrate equity and social justice in all we do.

Equality, diversity and inclusivity are at the heart of everything EV Cargo does. The company is a diverse, inclusive community that respects individuals and enables them to strive for success in order to contribute positively and sustainably to the business. The company is committed to helping all our employees achieve their potential and demonstrate their talent.





Scope

The purpose of this Policy is to outline the expectations of all our people, towards colleagues, managers, customers and anyone who our people may interact with at any time during the course of their work. This Policy is to ensure that the principles of equality of opportunity and non-discrimination is embedded into everyday working practices and routine.

EV Cargo commits to go beyond the requirements of being legally compliant. We commit to continually seeking opportunities to increase the Equality, Diversity and Inclusivity across the business to ensure that everyone is valued as an individual.

We recognise that all our stakeholders are important in helping us achieve our strategic success and that diversity and inclusivity for all is a key feature of our values and strategic intent.

Guidelines

Legislation that protects your rights as an individual are contained within The Equality Act 2010. The Act was created to help protect your rights inside and outside of work, ensuring equality for all and providing a framework for organisations to adhere to.

The Equality Act 2010 is within English, Welsh and Scottish law, however our colleagues operating in Northern Ireland or overseas must comply with local laws of the jurisdictions in which they are operating, both in the equality field and elsewhere.

Under this act, there are nine protected characteristics, ensuring that you cannot be discriminated against on these grounds and these are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race including colour, nationality, ethnic or national origin
- Religion, belief or lack of religion/belief
- Sex
- Sexual Orientation

EV Cargo commits to seek the best possible diverse and inclusive working environment to ensure that everyone is valued as an individual and that they can grow and flourish in an environment that recognises talent and opportunity.

Colleagues should understand that they are personally liable for their actions. EV Cargo can also be liable for the actions of their employees via vicarious liability, and so must ensure that they act with self-awareness and emotional intelligence. Diversity and inclusion often go hand in hand but are different from one another.

Diversity is about recognising difference. It acknowledges the benefit of having a range of perspectives in decision-making and the workforce being representative of the organisation's customers.

Inclusion is where people's differences are valued and used to enable everyone to thrive at work. An inclusive working environment is one in which everyone feels that they belong without having to conform, that their contribution matters and they are able to perform to their full potential, no matter their background, identity or circumstances. An inclusive workplace has fair policies and practices in place and enables a diverse range of people to work together effectively.





Equality, Diversity and Inclusivity Policy Statement

The company is committed to providing equality of opportunity for all of its people and of demonstrating valuing diversity and inclusivity, in all aspects of our business relationships, both in the workplace and in our business communities.

EV Cargo will:

- Operate a fair recruitment and selection Policy and procedure and will ensure equality of opportunity throughout such activities.
- Make opportunities for training, development, promotion, and progression available to all colleagues, who will be assisted, supported and encouraged to develop to their full potential, and in order that their talents, knowledge and skills can be fully realised, utilised and capitalised upon.
- Make decisions concerning colleagues, reasonably, fairly and equitably, and justifiably.
- Review and update employment policies, procedures and practices regularly, to ensure fitness for purpose, fairness, practicality, and legal compliance.
- We may monitor the composition of the workforce, taking account of data such as age, gender, disability, ethnicity, sexual orientation, religion and belief, etc, to encourage and promote equality & diversity, and to ensure that all colleagues who consider themselves to have one or more of the protected characteristics, feel supported, and to ensure that the aims and commitments of this Policy, are consistently met.
- Consider environmental sustainability for the sake of future generations, as well as disability accessibility, in all its activities.
- Value the rights, responsibilities, dignity, health and well-being of all individuals through its commitment to equality, diversity and inclusivity.
- Ensure inclusive leadership, management and decision making at all levels and in all departments of the company and to support leadership experiences through review and development opportunities for all those in positions of influence.
- Ensure that all sub-contractors and processors adhere to and comply with this Policy and Framework, by outlining it as part of the terms and conditions of business and will request a copy of the sub-contractor's own Policy.
- Make diversity and inclusivity training available for our Senior Managers at EV Cargo to assist exploration of strategic initiatives in diversity and inclusivity, to secure the commitment to the realisation of the contribution of diversity and inclusivity to the strategic direction of **EV Cargo**, and provide the culture and forum for those with strategic accountabilities to engage in difficult conversations where necessary to ensure the company maintains its commitment to diversity and inclusivity.



The company promotes freedom of expression and open communication but expects all colleagues to adhere to this Policy as a code of conduct, at all times.

Everyone in the business should be respectful of and support their colleagues, clients and visitors, and treat others how they themselves would wish to be treated.

Colleagues should avoid:

- Behaviour which has the potential to offend in any way
- Participating in disputes and disrupting others' work
- Engaging in controversial conversation, for example, of a political, religious or other sensitive nature
- Acting in a manner which could discredit themselves, their colleagues, the company, or the company's customers, suppliers or partners
- Placing themselves in a situation which may compromise their or another's position or integrity, or result in a conflict of interest, or which brings the company into disrepute

The company expects all colleagues to contribute to maintaining a well-organised, respectful, nurturing, collaborative and inclusive environment; one which is free from discrimination, bullying, harassment or victimisation of any kind.

Everyone is expected to act honestly, with integrity, fairly and openly, and to behave loyally to the company in the discharge of their duties and working relationships.





Dignity and Respect in the Workplace

The company has a zero-tolerance policy towards discriminatory behaviour, harassment or victimisation of any kind, and may take disciplinary action against any colleague in breach of this Policy and under any of the company's related policies.

Harassment, bullying and victimisation are forms of discrimination under the Equality Act (2010) and are unwanted behaviours in EV Cargo and are not tolerated in any part of our business. Unwanted behaviour and less favourable treatment due to one or more of the protected characteristics is unlawful under the Equality Act (2010).

Harassment can be defined as unwanted behaviour or conduct which is offensive, intimidating or humiliating to another person. It can happen on its own or alongside other forms of discrimination and includes sexual harassment.

Victimisation can be defined as treating someone unfairly because they have made or supported a complaint to do with a 'protected characteristic', or someone believes they have. It means that the individual is subject to detrimental behaviours or decisions that impact upon their work experiences.

Examples of unwanted behaviour can include (but are not limited to):

- Spoken or written words or abuse
- Offensive e-mails, tweets, or comments or images posted on social media
- Images or graffiti
- Physical gestures or physical abuse
- Mental or psychological abuse
- Facial expressions
- Jokes or 'banter'
- Deliberate exclusion or ostracising
- Unwanted sexual advances or innuendo

Colleagues should adhere to this Policy, in all aspects of their work, from recruitment and performance evaluation to interpersonal relations and client relationship management. (see appendix on page 10)

Harassment can also be a criminal offence as well as an employment matter, and further protected is afforded by the Protection from Harassment Act 1997, which is not limited to matters relating to protected characteristics.





Communication

Communication must be open, respectful, clear and appropriate, and should always treat the audience with dignity.

Where communication and correspondence are confidential, personal and/or sensitive, the principles of the General Data Protection Regulation and the Data Protection Act 2018 should be adhered to at all times.

Job Duties and Authority

All colleagues should fulfil the duties of their role with integrity and respect toward their Manager(s), colleagues, clients, visitors, stakeholders and the wider community and public.

Managers and supervisors should be respectful towards their teams and treat them fairly. They must not abuse their authority and exert unnecessary, unreasonable or excessive control.

Managers are expected to actively manage their own and their team's duties and priorities fully and well, delegating tasks to their team fairly, and taking into account core job roles, ability, capability and workload. Likewise, colleagues are expected to follow their Manager's instructions and should complete their duties diligently, applying knowledge and skill as required, and in a timely manner.

All Managers will be included in learning and development opportunities associated with accepting their responsibilities in the execution of, and improvements to, policies, practices and procedures underpinning the delivery of the expectations of EV Cargo in its commitment to diversity and inclusivity.

Active By Standing

All colleagues are asked to be 'active by standers'. If you, or someone else you know, is feeling bullied, harassed or subject to unwanted behaviour or an indignity, or you witness an attack of any kind on a colleague, client, visitor or member of the public, please ensure that you report this to your Line Manager, or another senior colleague, immediately or at the earliest opportunity. The company strongly encourages all colleagues to 'never stand-by', if they witness a breach of this Policy and Framework, or an act which has affected themselves or another person.



Reporting concerns

Concerns and complaints raised are serious, and will be handled sensitively, and professionally and in a timely manner. Concerns raised must be genuine, in good faith, and without malicious or other intent.

Anyone wishing to raise a concern or complaint of on behalf of themselves or relating to another individual, should do so without delay, and in writing to their line manager in the first instance, or to the Human Resources department.

Where a disclosure is 'in the public interest' or may affect a significant number of people, the matter should be raised as a 'Whistleblowing' concern and should be set out in writing to the Human Resources department. An investigation will take place, and so the colleague making the disclosure should expect to attend in a meeting to answer questions about their disclosure, and to provide further information as appropriate.

Colleagues may also refer to the company's Grievance Policy.

Promote Equality and Inclusivity, Value Diversity

Everyone is different and has different things to offer a workplace and society. It is this diverse mix of people, personalities, cultures and backgrounds, that makes the working world an interesting, vibrant place.

All colleagues must:

- Act fairly, and with politeness, respect and courtesy for others
- Support colleagues and provide help, advice and guidance to others, as appropriate
- Respect differences, views and perspectives, even if they are not shared
- Be aware and respectful of different backgrounds and cultures
- Report any concerning or unusual behaviour

For further information, please speak to your line manager in the first instance.

Related Policies and Procedures and Forms

Acceptable Performance and Conduct Policy

Anti-Bullying & Harassment Policy

Disciplinary Procedure

Grievance Policy

Whistleblowing Policy



Appendix

Recruitment and Retention

A Genuine Commitment

We want to be an employer of choice, attracting candidates of all different backgrounds and skill sets. We aim to create a colleague-base of the most talented and skilled in our industry, providing a welcoming company culture based upon collaboration and respect. In attracting the best candidates we will constantly monitor and review our work-community diversity at all levels, ensuring that our people have the best opportunities to grow and develop so that their talents can shine. Our recruitment process will not be backward-looking reflecting pedigree, but future-focused exploring potential and what our people can do. We want to look to exclude no-one and include everyone in our pursuit to unleash the strategic leverage of diversity to generate new and inventive thinking. We will widen the pools of talent so that we explore non-traditional sources and ensure that we recognize and create the best matches between candidates and positions. Through investing in our talented people we will ensure that our developing work-community is not silenced but provided with the forums and opportunities to influence decision-making and drive change and innovation. Our responsibility to our talented people will be to ensure that their future with EV Cargo is a priority preference and we remain the employer of choice.

We will continually review our recruitment processes to ensure that there is no bias at any stage and that we open new sources of candidates that challenge traditional preferences.

We will establish challenging targets to increase diversity at all levels and implement programmes to unlock the potential to achieve those challenges.

We will continually review statistics and analytics that will inform us of our progress in creating a truly diverse and inclusive community.

We will continually review our targets to ensure they remain relevant and reflect societal directions and expectations.

We will create support networks to ensure that our employees feel valued and developed so that talents shine through.

We will create talent development programmes that reflect the needs of each individual recognizing that recruits from non-traditional sources may need different support opportunities to allow their potential to flourish.

We will create a culture in which we demonstrate that our people are our best asset, and from which our clients recognize that our people are also their best asset.