



GROUP

GLOBAL DIVERSITY AND INCLUSION POLICY 2023

1. Why do we have this policy?

We're a committed equal opportunities employer and oppose all forms of discrimination.

Our objective is to have an inclusive culture and diverse workforce and our long-term aim is that the composition of our workforce should broadly reflect that of the communities in which we operate and feel safe to bring their true self to work

We believe that individuals should be treated on their merits and that employment-related decisions should be based on objective job-related criteria such as aptitude and skills. For these reasons, all employees, and particularly managers with responsibility for employment-related decisions, must comply with the policies described below.

The Diversity and Inclusion policy is the overarching global policy under which we also operate the following, more specific local policies. If applicable in your local markets, these policies are located on the intranet:

- (i) Ethnicity, Religion and Belief Policy
- (ii) Gender Identity and Reassignment Policy
- (iii) Sex and Sexual Orientation Policy
- (iv) Wellbeing Policy
- (v) Disability Policy

This policy should be read in conjunction with our Code of Conduct.

2. What is the policy?

We will not discriminate against employees and other workers because of sex, marriage or civil partnership, gender reassignment, neurodivergence, pregnancy or maternity, sexual orientation, ethnicity, religion or belief, disability, social background or age. We will follow local legislation pertaining to discrimination and these characteristics in every geography we operate in.

In this policy we start by explaining different types of discrimination and how it relates to certain employment practices and go on to set out our policy on the following areas:

- recruitment
- pay and benefits
- promotion and training
- disciplinary, performance improvement and redundancy/termination procedures

Direct discrimination involves treating a person less favourably because of a characteristic (for example not promoting an individual because of his, her or their ethnicity or sexual orientation). It includes discrimination because of perceptions or assumptions about a person's characteristics, even if these are incorrect (for example,

not promoting an individual because he is assumed to be gay). It also includes discrimination because a person associates with someone who has a characteristic (for example, not promoting an individual because they have a disabled child).

Indirect discrimination occurs when an apparently neutral provision, criterion or practice is applied across all groups, but this would put those with a particular characteristic at a particular disadvantage when compared with others who do not share this characteristic (for example a characterised such as the need to have black hair to do the role, this disadvantages those who don't. A 'perceived' neutral provision is a degree. Imposing that all roles must have a degree or a degree from a certain university, would particularly disadvantage those from socially immobile backgrounds).

Harassment is unwanted conduct related to a characteristic, or of a sexual nature, which has the purpose or effect of:

- violating an individual's dignity; or
- creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Victimisation involves subjecting a person to retaliation because they have complained about discrimination or assisted somebody else in doing so.

It is not normally an acceptable answer to an allegation of discrimination to say that the discrimination was not intentional or deliberate.

3. Disability discrimination

Specific forms of discrimination that relate only to disability are addressed in more detail in our Disability Policy.

4. Guidance

Guidance and links to additional policies on key elements of our employee lifecycle is included below.

4.1 Recruitment

When recruiting, local legislation will be adhered to in every geography to ensure:

- An equitable process is adhered to
- All advertising and recruitment literature should reflect our commitment to equal opportunities and not enhance stereotypes
- All global grade 15 and above hires must adhere to the Global Executive Talent policy
- The recruitment process should not disadvantage disabled or neurodivergent people and reasonable and fair adjustments to the process (and particularly at any interview) should be considered
- The criteria for selection should be fair and appropriate to the role. Questions at interview should relate to the requirements of the job. Where it is necessary to assess whether personal circumstances will affect performance of the job (for example where it involves unsociable hours or extensive travel) this should be discussed openly and objectively with all candidates without assumption. Questions should not be asked which could disadvantage certain people, and questions should not be asked of those with a particular characteristic that would not be asked of everyone
- Selection procedures should be objective. Each candidate should be assessed according to his, her, or their capability to carry out the job. It should not be assumed that certain people should perform certain kinds of work or “will not fit in”
- Where possible, candidates should be interviewed by at least one person with different characteristics to them
- Where possible, we strongly encourage that all hiring managers complete the recruitment diversity and inclusion training prior to commencing the recruitment process
- When considering a disabled candidate’s suitability for the job, they should be assessed on the assumption that any reasonable adjustments have been made (for example, if someone needs a special keyboard and this is a reasonable adjustment, their ability to do the job compared with other candidates should be assessed on the assumption that the keyboard has been provided)

Specific guidance for roles at global grade 15 and above can be found in our Executive Talent Policy.

4.2 Career development and learning

Employees should have equal opportunities for promotion and training and all employees should have the opportunity to discuss their future development and promotion prospects with their managers. When general ability and personal qualities are the main requirements for promotion to a post, care should be taken to consider properly candidates with differing career patterns and general experience. There should be no stereotypical assumptions about the ambitions or otherwise of any individual.

Training and development should not stop because someone is pregnant, unless there is a health and safety issue to consider or there are caring responsibilities. Nor should it be assumed that such employees are not interested in promotion.

Managers should not base decisions about promotion, training, or career development on whether or not the employee participates in social events with colleagues outside of office hours, particularly where those events involve alcohol, particular locations or activities that might therefore discourage individuals from joining in.

Further guidance can be found in our Global Learning and Career Development policy.

4.3 Performance improvement, disciplinary, and redundancy/termination procedures

Care should be taken to ensure that those with a particular characteristic are not sanctioned for performance or behaviour that would be condoned or overlooked in another group. For example, a man who takes emergency time off to deal with a domestic situation should be viewed no less sympathetically than a woman would be viewed in the same circumstances.

Further guidance can be found in our Global Talking Performance policy.

5. Your responsibilities

Your personal responsibility as a people manager is to understand and educate yourself on matters of D&I and any particular needs of your teams.

Your personal responsibility as an employee is to comply with this policy and ensure that it is adhered to in your day-to-day work. You must not discriminate or help others to do so in contravention of this policy.

Breaches of this policy will be taken seriously and are likely to result in disciplinary action, up to and including dismissal. You may also be personally liable towards anyone you unlawfully discriminate against and may have to pay compensation on top of any compensation we might be ordered to pay.

All geographies will follow local legislation with regards to personal and corporate liability and or disciplinary action.

6. Status and application of this policy

We apply this policy to all colleagues working at RS, including agency, casual and freelance staff. Aspects of this policy may need to be applied differently in different geographies or in different ways to cater for those who are not employees (for example the sections on recruitment are likely to apply mainly to employees).

Application of this policy to RS Group acquisitions will be agreed as part of their integration plan.

7. What to do if you have a complaint?

If you believe that discrimination is taking place, please speak informally to the person responsible, your manager, or to a member of the People Team.

If you wish to raise a grievance, please follow details in your local grievance policy.

All cases where a formal complaint or grievance related to discrimination should be reported to the local People VP, and aggregated by region/function for quarterly reporting and discussion, so we can understand and act on any themes or hot spots.

There may be some circumstances where you have a concern in relation to this policy but feel unable to speak to any of the people above. In these circumstances, you can use our Speak Up process. This allows you to raise your concern, anonymously if you wish, through our confidential reporting line. You can access the Speak Up process [here](#).