

CJ JH Plant & Tools Ltd

Diversity & Inclusion Policy

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1. Our Commitment

1.1. D&I Statement

We operate in a global market and the success of our business depends on our people. We are committed to creating a diverse workforce and an inclusive environment that reflects our company values and enables high performance. We recognise that Diversity and Inclusion is integral to the achievement of our strategic goals; it helps us develop better ideas, respond to the needs of our clients, and ensure that our people can perform to their maximum potential.

1.2. Purpose

As a company we are committed to promoting a culture that actively values difference. Every employee has the right to be treated with dignity and respect at all times throughout their employment and to not be discriminated against, bullied or harassed. This policy is therefore designed to ensure that everyone understands the importance of equality and diversity across all aspects of employment, they understand the Company's commitment to D&I and are clear on the role each of us play in creating the best working environment.

1.3. Scope

This policy should be read in conjunction with the CJ JH Plant & Tools Ltd Code of Conduct and applies to all employees employed by CJ JH Plant & Tools Ltd in the UK. Subject to local legislation this policy also applies to employees directly employed in our offices outside of the UK. Some policy provisions will therefore not be applicable to overseas employees as local legislation will prevail. This policy should be applied in the context of all employment including our recruitment and selection practices, terms and conditions of employment including pay, promotion, training and every aspect of our interactions at work. It also applies outside of work when socialising with colleagues, attending work related events and when representing CJ JH Plant & Tools Ltd externally.

1.4 Roles and Responsibilities

It is the responsibility of all employees to be aware of, and follow, the provisions contained within this policy. It is the responsibility of managers to apply this policy in line with the CJ JH Plant & Tools Ltd Code of Conduct and other relevant policies as stated in the employee handbook.

2. Diversity & Inclusion

2.1. Diversity

Diversity is the unique difference that individuals have, both visible and non-visible. Diversity is also the appreciation and respect of these differences, some of which are protected in legislation.

At CJ JH Plant & Tools Ltd we recognise the importance that equality legislation has to play in promoting equality and eliminating unlawful discrimination, in striving for excellence we seek to create an inclusive environment globally for all.

2.2. Inclusion

Inclusion embraces diverse perspectives and promotes a culture of engagement, supportive energy and commitment from others so that you can do your best work. An inclusive culture creates a sense of belonging, respect and value for who you are, and recognises that the differences we have brings value to the company and the overall market.

CJ JH Plant & Tools Ltd is committed to diversity and inclusion, actively valuing and encouraging difference

At CJ JH Plant & Tools Ltd we are striving for excellence and seek to create an inclusive environment for all.

All employees have the right to work in an environment where they can feel confident to raise any concerns they may have. Should an employee believe they are being bullied, harassed or victimised they should raise these concerns in the first instance with Line Management, HR or a Director.

3. Application of the policy

3.1. Application

In applying this policy our aim is to ensure that all employees are free from discrimination, harassment, victimisation or bullying of any description. Any such behaviour is unproductive in creating an inclusive organisation and will not be tolerated.

Failure to adhere to this policy may result in further action being taken which may result in disciplinary action up to, and including, dismissal, Directors

It is the responsibility of the Directors, as sponsor of the D&I Agenda and provide leadership in ensuring that a positive and inclusive environment is available for all through;

- Setting the appropriate tone from the top
- Role modelling behaviours and being an ambassador for the Company
- Holding their managers to account to ensure diversity targets are achieved and standards on inclusion are set and upheld

3.2. HR Responsibilities

- It is the responsibility of HR to support managers and employees in the application of this policy and to ensure that it is being applied consistently.
- HR will review and update this policy annually with sign off by the CSL Board
- To provide access to training on inclusive behaviours
- To provide guidance to managers
- To be approachable and create an environment employees feel comfortable discussing issues
- Be proactive in attracting, developing and retaining diverse talent to the Company

3.3. Manager Responsibilities

- To role model and actively promote a diverse and inclusive environment, aligned to our values

- To actively support diversity and inclusion, ensuring that all employees feel valued, engaged and respected
- To be personally accountable for creating a more diverse team
- Ahead of undertaking any recruitment, will have successfully completed the 'inclusive hiring' training.
- To ensure that decisions made affecting employment, training, promotion, reward and career development are based on an individual's skills, talents and ability
- To engage with their employees to create an inclusive working environment and ensure that employees are familiar with the policy and aware of their responsibilities
- To proactively address any inappropriate behaviour including taking formal disciplinary action
- To be an advocate of diversity and inclusion both internally and externally.
- To support relevant reasonable adjustments to accommodate employee needs

3.4. Employee Responsibilities

- To actively support diversity and inclusion, ensuring that colleagues feel valued, engaged and respected
- To familiarise themselves with this policy and to act in accordance with CJ JH Plant & Tools Ltd's commitment to diversity and inclusion at all times
- To work in partnership in creating an inclusive environment in which everyone's contributions are valued
- To respect the rights of all colleagues in an environment that is free from discrimination or harassment
- To proactively challenge inappropriate behaviour and report breaches of the policy to their manager or HR
- To be an advocate of diversity and inclusion both internally and externally
- To raise concerns to their manager if experiencing difficulties so that reasonable adjustments can be considered

4. Talent

4.1. Talent Attraction

We are committed to attracting talent from a diverse candidate pool that reflects the global market and communities in which we operate in. We will ensure that all applicants are treated fairly at every stage of the recruitment process and will make reasonable adjustments to accommodate individual requirements.

We consider every vacancy as an opportunity to improve our overall demographics and are proactive in our effort to attract diverse candidates to our organisation. We ensure that all shortlists have diverse candidates. and will take positive action when required.. We work

closely with recruitment agencies to ensure they are aligned to our diversity standards and we regularly monitor and track our progress by capturing statistics throughout the recruitment process that are shared with the Senior Leadership Team.

4.2. Talent Development

CJ JH Plant & Tools Ltd actively ensures that decisions in respect to selection for learning and development opportunities and how learning will be facilitated is based on individual needs and not on diversity. CJ JH Plant & Tools Ltd will make reasonable adjustments to accommodate individual requirements. Where possible, CJ JH Plant & Tools Ltd will provide a range of development options such as e-learning providing equal access to training regardless of diversity.

4.3. Talent Management

All decisions made in respect of promotion and career development are based on merit and focus on skills and capabilities regardless of diversity. We openly advertise vacancies to our internal employee population and encourage our employees to put themselves forward for a new role that is of interest to them and we commit to a transparent and fair process in considering their application.

5. Performance Management

5.1. Performance Process

All employees, as part of the Performance Process should receive regular, on-going feedback on their performance by their manager. CJ JH Plant & Tools Ltd encourages an open and honest feedback culture to drive performance and continuous learning. Employees are entitled to receive the relevant reasonable adjustments to accommodate their individual requirements to support effective performance management.

6. Monitoring & Reporting

In the UK CJ JH Plant & Tools Ltd collects on a voluntary basis employee details relating to protected characteristics.

This data is used to provide on-going insight of the employee base and will be treated in the strictest of confidence. This enables us to further promote diversity by understanding the profile of our employee base and identifying areas where we can develop and implement initiatives as well as measure the effectiveness of the progress made in creating a more diverse and inclusive workplace.

We have a D&I roadmap in place which we update and agree priorities for annually with the Board. This maps out areas where we can improve our capabilities in ensuring an inclusive work environment as well as identify key areas where we need to improve our diversity profile. As part of the roadmap we also capture data in regards to our recruitment, employee diversity profile, and gender representation in senior roles.

D&I Targets

The Company is committed to ensuring it progressively becomes more diverse and sets itself diversity targets. Progress is regularly monitored and reported annually to the Board

