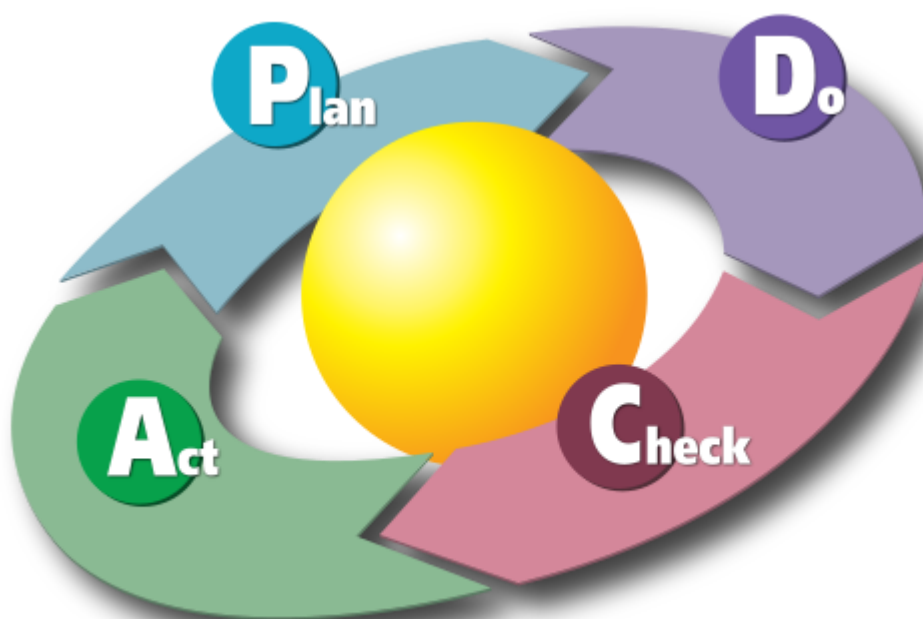

Integrated Management System



POLICY

Equality, Diversity and Inclusion

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| NEXTGEO Ref | PLC-HR-05-GR | | |
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1. POLICY STATEMENT

1.1 Next Geosolutions recognises the importance of having a diverse and engaged workforce and is committed to ensuring all our employees are able to be their best. The established employment practices, policies and procedures ensure that no employee, or potential employee, receives less favourable treatment on the grounds of sex, race, colour, ethnic or national origin, sexual orientation, marital status, religion or belief, age, trade union membership, disability, offending background, domestic circumstances, social and employment status, HIV status, gender reassignment, political affiliation or any other personal characteristic.

Ensuring our workforce is diverse and developing an inclusive culture ensures that we are best placed to deliver services to our diverse stakeholders and reflect the populations we serve.

Diversity is viewed positively, we recognise that everyone is different and value the unique contribution that everyone's experience, knowledge and skills can make.

1.2 The promotion of equality, diversity and inclusion is pursued through policies that ensure employees receive fair, equitable and consistent treatment and existing and potential employees are not subject to any form of discrimination. Enabling employees to work in an environment where they can give their best.

1.3 The Next Geosolutions's Equality, Diversity and Inclusion Policy seeks to meet and exceed our responsibilities as an employer under the Equality Act (2010).

1.4 This policy is complementary to Next Geosolutions's Harassment and Dignity at Work policy.

1.5 It is a condition of employment that all employees respect and act in accordance with the Equality, Diversity and Inclusion Policy: failure to do so will result in the Disciplinary procedure being instigated, which could result in dismissal.



2. PRINCIPLES

- 2.1 Next Geosolutions will promote the impartial application of all employment policies and procedures, and will take action to deal with all inappropriate behaviour

3. DEFINITIONS

3.1 Equality is about ensuring that every individual has an equal opportunity to make the most of their lives and talents and believing that no one should have poorer life chances because of where, what or whom they were born, what they believe, or whether they have a disability. Equality recognises that certain groups of people with particular characteristics may experience discrimination. The nine protected characteristics as defined by the Equality Act (2010) are:

- a. Age
- b. Disability
- c. Ethnic origin and race
- d. Gender reassignment
- e. Marriage or civil partnership (in employment only)
- f. Pregnancy and maternity
- g. Race
- h. Religion or belief
- i. Sex
- j. Sexual orientation.

3.2 Diversity aims to recognise, respect and value people's differences to contribute and realise their full potential by promoting an inclusive culture for all.

3.3 Inclusion is a sense of belonging. Inclusive cultures make people feel respected and valued for who they are as an individual or group. People feel a level of supportive energy and commitment from others so that they can do their best at work. At Next Geosolutions we aspire to ensure our culture is inclusive. Inclusive behaviour includes ensuring that people are not excluded from groups because of a protected characteristic.

3.4 Next Geosolutions will have *due regard* to:

- k. *Eliminate unlawful discrimination*, harassment, victimisation and any other conduct prohibited by the Act
- l. *Advance equality of opportunity* between people who share a protected characteristic and people who do not share it



- 3.5 Direct discrimination occurs when an individual is treated less favourably because of their sex, race, colour, ethnic or national origin, sexual orientation, marital status, religion or belief, age, trade union membership, disability, pregnancy or maternity, offending background or any other personal characteristic. An example of direct discrimination would be dismissing a female employee because she is pregnant.
- 3.6 Indirect discrimination occurs when an unjustifiable condition or requirement is applied which has a discriminatory effect, as the number of people who can comply with the condition or requirement is smaller among a particular group. An example of indirect discrimination would be only sending full-time employees on training courses (as more female employees than male are likely to be part-time).
- 3.7 Associative discrimination occurs when an individual is discriminated against based on an individual's association with another person belonging to a relevant protected group. The relevant protected groups are Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex and Sexual Orientation. An example of associative discrimination would be overlooking an individual for promotion because they care for an elderly relative.
- 3.8 Perceptive discrimination occurs when an individual is treated less favourably due to a belief or perception that an individual is a member of a relevant protected group. Perceptive discrimination would occur if a staff member were excluded from team events and away days due to perceptions about their religion or belief.
- 3.9 Victimisation occurs when an individual is treated less favourably because he or she has raised a complaint or supported a colleague who has made a complaint. For example, a senior member of staff starts to behave in a hostile manner to another member of staff, who previously supported a colleague, in submitting a formal complaint against the senior manager for sexist behaviour. A hostile manner can include excluding team members from social events after they have made a formal complaint.
- 3.10 Harassment is unwanted conduct on the grounds of any of the protected characteristics which has the purpose or effect of either violating an individual's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. The impact does not have to have been intended or deliberate to be defined as harassment.



Examples of unwanted behaviour include but are not limited to:

- m. Spoken or written words or abuse
- n. Offensive emails, tweets or comments on social networking sites
- o. Images and graffiti
- p. Physical gestures
- q. Facial expressions
- r. Jokes



4. RESPONSIBILITIES

- 4.1 Director Level Responsibility, within the Next Geosolutions a member of the Senior Management Team will have ultimate responsibility for monitoring the operation and implementation of the Equality, Diversity and Inclusion Policy
- 4.2 Responsibilities of Departmental Heads , Senior leaders will adopt appropriate behaviours to support and value equality, diversity and inclusion within the organisation. These may include employee networks and organising events which do not discriminate.
- 4.3 Responsibilities of Managers, Managers are required to exercise leadership in this field by discouraging prejudice and by modelling appropriate and inclusive behaviour. They must ensure that the policy is clearly communicated to their employees along with sources of available support. They must also take speedy and appropriate action to deal with any breaches of the policy, or behaviour that could lead to a breach of the policy.
- 4.4 Any identified breaches of the Equality, Diversity and Inclusion Policy should be dealt with using the Disciplinary or Grievance Policies.
- 4.5 Managers are responsible for applying employment practices, policies and procedures fairly and consistently, and for highlighting and addressing any practices which could lead to discrimination.
- 4.6 Managers should seek to establish inclusive practices in the management and leadership of their teams. This includes ensuring that any reasonable adjustments are implemented effectively, encouraging an inclusive team culture and supporting staff.
- 4.7 Responsibility of Employees

All employees are responsible for familiarising themselves with the Equality, Diversity and Inclusion Policy and for complying with it. Employees should inform their manager if they know or suspect that discrimination/ harassment has been or is taking place.

All employees have a responsibility for creating an inclusive culture and we are therefore required to consider the impact of our behaviour on our colleagues and those around us, even where there is no malicious intent.



5. MONITORING & REVIEW

- 5.1 The policy and procedure will be reviewed periodically by Human Resources giving due consideration to legislative changes.
- 5.2 Next Geosolutions will make available training courses which ensure that all employees are aware of their responsibilities under this policy.
- 5.3 The Human Resources team will monitor demographic data for all employees and for internal and external job applicants.



6. DEALING WITH COMPLAINTS OF DISCRIMINATION, VICTIMISATION OR HARASSMENT

- 6.1 Any employee who feels that they have been discriminated against, victimised or harassed on any grounds set out in this policy should initially raise their concerns with their line manager. Where an employee's concerns relate to their line manager, the employee should raise their concern with the next most senior member of their reporting line. Alternatively, employees may wish to discuss their concern with the Human Resources Manager
- 6.2 Where resolution cannot be achieved through informal discussion, an employee may put forward a grievance in line with the guidelines set down in the Next Geosolutions's Grievance Procedure.

CEO, Giovanni Ranieri