

DIVERSITY, EQUITY & INCLUSION POLICY

Introduction

Here at the JD Group we are dedicated to driving equality and building an inclusive environment where people can truly be themselves and thrive. We want our colleagues to feel safe and happy and as part of this, we work hard to prevent discrimination and any forms of bullying or harassment. The JD Group understand that all our colleagues are different and bring with them a unique perspective and set of skills, so it is crucial we recognise and value these differences to ensure all our colleagues are treated with dignity and respect. Fostering an inclusive culture helps each of us to benefit from a wider range of these different perspectives, experiences and skills. We believe that this creates a happier, more productive working environment for us all.

Scope

This policy has been created to explain our commitments to ensuring an inclusive workplace and to signpost colleagues to relevant support and processes. It outlines the behaviours we expect of our colleagues and the policy applies to all JD Group colleagues, contractors, interns, apprentices and agency workers. We want to be transparent and open about our responsibilities so that everyone can understand their contribution to the success of the JD Group. This policy applies to all JD Group colleagues, flexible workers, freelance contractors and agency staff. This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

What is diversity, equity and inclusion?

Diversity, equity and inclusion are three closely linked considerations that together uphold our approach to treating people respectfully and fairly.

Diversity

Embracing diversity is about understanding that we have unique identities. We should all feel safe to be who we are regardless of our background, lifestyle or circumstance. Our aim is to be truly representative of all sections of society. We are committed to promoting a working environment based on dignity, trust and respect, and one that is free from discrimination, harassment, bullying or victimisation. We ensure that our recruitment, promotion and retention procedures do not treat people less favourably because of their:

- Disability;
- Gender, gender identity or gender reassignment status;
- Marital status;
- Race, racial group, ethnic or national origin, or nationality;
- Religion or belief;
- Sexual orientation;
- Age;
- Civil partnership status;
- Pregnancy or maternity;
- Paternity;
- Educational background;
- Socio-economic background;
- Caring responsibilities;
- Part-time status; or
- Fixed-term status.

We also oppose other aspects of discrimination such as:

- Pay and benefits;
- Terms and conditions of employment;
- Dealing with grievances and discipline;
- Dismissal;
- Redundancy;
- Leave for parents;
- Requests for flexible working; or
- Selection for employment, promotion, training or other developmental opportunities.

Please refer to our Equal Opportunities policy for additional information.

Equity

Equity is the process of treating people like individuals, rather than treating everyone the same. We should always strive to treat colleagues equitably to ensure equal outcomes for all.

Inclusion

Inclusion refers to helping colleagues feel like they belong at work. This means behaving in a way that is considerate of others, avoiding unnecessary barriers and bias.

Our commitment to you

1. To create a working environment that promotes equality and opportunity for all
2. To create an environment free of bullying, harassment, victimisation and discrimination
3. Ensure the JD Group is truly representative of all sections of society
4. Support our colleagues to reach their full potential with personal and professional development.
This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy
5. Ensure fairness by continuously reviewing employment practices and procedures to remove bias
6. Regularly monitor colleague feedback and voluntarily provided diversity data (such as age, sex, gender, sexual orientation, religion or beliefs, disability etc) to support the commitments set out in this policy.

Your responsibilities as our colleague

We expect you, and every one of our colleagues, to take personal responsibility for observing, upholding, promoting and applying this policy. Our culture is made in the day-to-day working interactions between us so creating the right environment is a responsibility that we all share.

Cultivating this culture does not happen by accident but requires ongoing commitment and nurturing. The reality is that we live in a world where areas of difference (whether gender, sexual orientation, ethnicity or others) often translate to biases, challenges and barriers that may not be faced by others.

We expect you to treat your colleagues and third parties (including customers, suppliers, contractors, agency staff and consultants) fairly and with dignity, trust and respect. Sometimes, this may mean allowing for different views and viewpoints and making space for others to contribute.

By embedding such values and constructively challenging inappropriate comments or ways of working, you can help us achieve and maintain a truly inclusive workplace culture.

Here are some ways you can support with this.

- Take the time to get to know everyone in your team
- Make the effort to understand the opinions and perspectives of colleagues
- Be respectful of other colleague's cultures, customs and experiences
- Be patient, always listen and allow others to speak and express themselves
- Always communicate respectfully and mindful of how people like to be addressed
- Report or challenge inappropriate behaviour to your Line Manager or People.Relations@jdplc.com if observed.

Further support

Employee resource groups/workstreams/support groups

We are proud to have colleague forums and resource groups which provide colleagues who have a passion for, or a connection with, a particular aspect of equality, diversity and inclusion.

The aim of these forums is to:

- provide networking opportunities and community support;
- organise events to raise awareness and provide education; and
- contribute ideas and suggestions for ways the organisation can be more diverse and inclusive.

We have a number of colleague "Champion" programmes to support groups within the JD Group:

- Welfare Champions;
- DE&I Champions

Bullying and Harassment

The JD Group do not tolerate any acts of unlawful discrimination (including harassment) and unfair treatment (including bias, stereotyping and micro-aggressive behaviour) against colleagues, contractors, job applicants or visitors. Any such behaviours will be addressed in accordance with the Company disciplinary policy up to and including dismissal.

In the cases of sexual harassment this may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations.

- See our Bullying & Harassment policy for additional information

We strongly encourage you to report bullying and harassment to your Line Manager or People.Relations@jdplc.com.

Data protection

The Company processes personal data collected in accordance with our data protection policy. In particular, data collected as part of informal complaints and the grievance procedure is held securely and accessed by, and disclosed to, individuals only for the purposes of responding to the complaints or conducting the grievance procedure. Inappropriate access or disclosure of Colleague data constitutes a data breach and should be reported in accordance with the Company's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the Company's disciplinary procedure