

Diversity and Equal Opportunity Policy

Overview

The John Readings Way is the underpinning foundation of our core beliefs and values which guides our decisions and actions. This policy sets out John Readings' position on diversity and equal opportunity.

John Readings believes that a diverse workforce is a key competitive advantage. The group's success is a reflection of the quality and skills of our richly varied talent base. Diversity recognises and values the contributions of people with varying capabilities, experience and perspectives, including gender, age, ethnicity and religious and cultural backgrounds.

John Readings' culture is founded upon empowerment of its people and we are committed to retaining and nurturing this unique and powerful aspect of our company by creating a workplace where all employees feel encouraged and free to bring a variety of approaches and ideas to John Readings.

Scope

This policy applies to all employees and contractors engaged by John Readings globally.

Principles

John Readings' commitment

We are committed to:

- Attracting and selecting a diverse range of people based on merit and through fair and equitable processes, without regard to personal attributes,
- Providing a workplace that is free from inappropriate conduct such as bullying, discrimination, harassment, vilification, victimisation and violence,
- Educating and training our employees on the value of diversity and their roles and responsibilities in relation to diversity and equal opportunity,

- Providing tools/process for employees to raise grievances and for John Readings to annually review these tools/processes,
- Fostering diversity through the setting of measurable objectives which are reported in the annual report,
- Providing flexible work options to:
 - Assist our employees balance their work and personal lives,
 - Enable us to retain a diverse workforce,
- Providing training and leadership programmes that promote respect and fairness in how we work with and value others,
- Complying with local legislation such as, but not limited to, anti-discrimination,
- Expected workplace behaviour.

John Readings expects all employees and contractors of John Readings to:

- At all times behave in a manner that is consistent with John Readings' commitments set out in this policy, and
- Report any instances where the actions or behaviours of John Readings employees are not consistent with John Readings' commitments set out in this policy,
- Implementation of this policy.

The Group Managing Director is responsible for this policy across all business units, worldwide.

The Group Managing Director will communicate this policy and any subsequent updates or amendments to it, to all Divisions within the company for implementation.

The divisions and business units within John Readings have the primary responsibility to:

- Communicate this policy to all employees and contractors under John Readings' operational control, and
- Ensure their managers support and promote this policy through their day to day management of people,
- Recruitment agencies working on our behalf will be made aware of this policy and are required to adhere to it,
- All John Readings employees and contractors are responsible for reporting any breaches of this policy to their line manager or HR representative.

Compliance and Review

The board is responsible for establishing, overseeing, and assessing achievement against measurable objectives in relation to gender diversity.

The Group Human Resources Director is responsible for all other objectives and initiatives set out in this policy.