

Equality, Diversity & Equal Opportunities Policy Statement

Vitruvius Management Services Limited ('the Company') provides Specialist Project, Commercial and Construction Management Services. We are committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination. This commitment to diversity underpins all our policies and practices.

'**Equal Opportunity**' is about fairness to everyone - employees, candidates, clients, our supply chain and contacts. Under the **Equality Act 2010 (Amendment) Regulations 2023**, we recognise and value the diverse nature of our society and wish to ensure that no elements are disadvantaged through our employment practice, ensuring that key rights under equality law are safeguarded.

The Company seeks to maintain a positive working environment in which we respect each other, our employees, clients and suppliers. It is the policy of the Company that there shall be no discrimination or less favourable treatment of any person because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability (both physical and mental) or age, pregnancy or trade union membership.

We commit to engage, promote, and train staff on the basis of their capabilities, qualifications and experience without discrimination and will avoid unlawful discrimination in all aspects of employment including recruitment, development, transfer opportunities, conditions of service, pay and benefits, health and safety, grievance and disciplinary procedures and termination of employment, including redundancy.

All employees will receive equal opportunity to progress within the Company.

The Company works toward equality, diversity, fairness, inclusion and respect in the workplace in the following ways:

- Continually reviewing working practices to ensure they do not restrict equality of opportunity or fair practice.
- Raising awareness of equality, diversity, fairness, inclusion and respect and ensuring this is firmly established within the Company culture.
- Regular monitoring and reporting on the workforce profile to ensure a fully inclusive and diverse workforce.
- Ensuring that our managers are effectively trained to deliver equality in recruitment, the working environment and all aspects of fair practice in management.
- Eliminating deliberate direct or indirect discrimination of any form and working to comply fully with relevant legislation.
- Working with our supply chain partners to promote equality, diversity, fairness, inclusion and respect.
- Working within our industry to identify and disseminate best practice.

Responsibilities

The responsibility for equality and diversity lies with everyone. Specific responsibilities for ensuring that this approach is implemented throughout the Company are:



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- The Managing Director is responsible for establishing this policy across the Company.
- The Managing Director, Senior Managers and Managers are responsible for implementing this policy within the businesses. They are required to promote the Company policy and to ensure that all our people are fully aware of diversity and inclusion.
- Managers must ensure that all their direct staff are aware of their responsibilities in relation to this policy and respond to any allegations of a breach.
- All members of the Company team are integral to the effectiveness of this policy and will seek to practice it in all aspects of their work and take personal responsibility for their behaviours and actions which will always be in support of the spirit and substance of this policy. If any unfair, discriminatory or disrespectful treatment is witnessed, it will be reported to line management, if an individual feels that they have been the victim of such treatment within the workplace.

We strive to achieve and maintain an ongoing awareness through communication and development of policies and procedures which are fair, consistent, legally compliant and follow best practice.

To support our equality, diversity and equal opportunities aims we will be open and transparent and commit to reporting our performance.

This policy is in line with our documented and implemented 'Integrated Management System' and has been established, agreed and endorsed by the Directors of Vitruvius Management Services Limited.



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