

Statement

MITIE believes that our success is a direct result of the experience and quality of our employees. We are therefore committed to focusing our employment procedures and practices on maximising the potential of each unique individual contribution. We believe this is best achieved by developing our employee's talents, whilst recognising their differences. By treating people fairly and equally, whilst accepting and embracing their diversity, we can also improve our market competitiveness, foster innovation, enhance our corporate responsibility and employee relations.

MITIE is committed to promoting equality, eliminating discrimination and encouraging diversity amongst its workforce. Our aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status or civil partnership status, any gender re-assignment, religious belief, sexual orientation or disability, part-time or fixed-term work, or age.

Aims

- To ensure equality, diversity and inclusion in the workplace and community;
- To offer fair treatment in every aspect of working life in MITIE, from our written procedures through to every decision made;
- To promote a culture where each employee and colleague is treated with respect and dignity and recognises the value that a diverse workforce can bring;
- To demonstrate our opposition to discrimination, should anyone in MITIE feel that they have been discriminated against, harassed or victimised in breach of the principle of equality set out above, they are entitled to complain using the set procedures.

To achieve these aims, MITIE will commit to the following:

- Ensure that the principles of this policy are embedded in HR strategy and all policies and procedures are regularly monitored and reviewed;
- Provide awareness training and guidance to all employees and managers to ensure MITIE's commitment to diversity is known and understood. This will be achieved mainly through e-Induction, Managers Guide training and our Employee Handbook;
- Monitor and measure diversity to remove any direct or indirect discrimination;
- Challenge and investigate discriminatory behaviour and enforce the disciplinary procedure, when this is considered necessary;
- Communicate and regularly review the positive initiatives that have been implemented and ensure ever-wider access to them;
- Support and uphold the communities in which we live and work and ensure that we are involved, accessible, socially responsible and perceived as a positive presence;
- Work with external groups and advisory bodies to keep up to date and aware of the necessary issues and best practice.

Scope

This Policy applies to all MITIE employees, regardless of position or status, and to contractors and sub-contractors.

Responsibilities

Whilst we all have a collective responsibility to ensure this policy is successfully adopted, there are specific responsibilities within this:

The Executive Board

The Executive Board fully endorses this policy and holds ultimate responsibility for reviewing and achieving its aims.

The Executive Board recognises its role in being responsible and accountable for the development of diversity awareness in MITIE and as such will lead by example.

Managers

All Managers are responsible for implementing and enforcing this policy and ensuring that their teams and employees are aware of their responsibilities.

Managers should promote, respect and encourage each employee to reach their full potential, and deal appropriately with any breach of this policy.

Employees

All employees of MITIE, at every level, have an individual responsibility for ensuring equality of opportunity and adherence to this policy.

This can be achieved by respecting the right to work in an environment free from prejudice and discrimination, exhibiting the correct behaviours and challenging colleagues who fall short of these expectations.

Human Resources

This Policy is owned by the Group HR Director, who is responsible for its effective implementation and regular review.

The HR team will ensure all employees are trained and made aware of their responsibilities under this policy, through e-Induction, Managers Guide training and our Employee Handbook. The team will continuously review all related policies, monitor employment practices and provide relevant advice and support to managers in championing diversity across the Group.

To ensure that this policy and other procedures are operating effectively, HR will continue to monitor and measure the records of our employees, benchmark our performance as a Company and ensure that any patterns or trends are identified and resolved.

Monitoring

To ensure that the aims and commitments of this policy are achieved the HR team will ensure that regular monitoring will take place. This will be in the form of:

- A Diversity Monitoring Questionnaire, for all new and transferred staff
- Quarterly statistics to be reviewed by the Executive Board;

Where necessary, targets and performance management objectives will be set for specific areas in need of improvement, along with the necessary support and training.