	NAME	<b><u>Equality, Diversity and Inclusion Policy</u></b>
	REF	PS-003-WB-UED
	ISSUE DATE	19/12/2024
	REVISION No	1
	PREPARE BY:	SM
	APPROVE	RM

### Policy Statement

This policy sets out Westbank group's approach to equality, inclusion and diversity. Westbank group are committed to promoting equality, inclusion, diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work.

Westbank group aims to be an inclusive organisation, committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees, and to pro-actively tackling and eliminating discrimination.

### Scope

The rights and obligations set out in this policy apply equally to all employees, whether part time or full time on a substantive or fixed-term contract, and also to associated persons such as secondees, agency staff, contractors and others employed under a contract of service.

This policy is also of particular relevance to directors, line managers and other employees concerned with recruitment, training and promotion procedures and employment decisions which affect others.


### Our commitment

Every employee is entitled to a working environment that promotes dignity, equality and respect for all. Westbank group will not tolerate any acts of unlawful or unfair discrimination (including harassment) committed against an employee, contractor, job applicant or visitor because of a protected characteristic:

- sex;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race (including ethnic origin, colour, nationality and national origin);
- disability;
- sexual orientation;
- religion and or belief; and
- age.

### When does this policy apply?

This policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to your work (e.g. at meetings, social events and social interactions with colleagues).

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Some of the key areas also include recruitment and selection, training, promotions and the duration of your employment.

No form of intimidation, bullying or harassment will be tolerated. If you believe that you may have suffered discrimination because of any of the above protected characteristics, you should consider the appropriateness and feasibility of attempted informal resolution by discussion in the first instance with your line manager or HR. Alternatively, you may choose to address the issue through Westbank Group's Grievance Policy.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the appropriate procedure. Westbank group will ensure that individuals who make such allegations in good faith will not be victimised or treated less favourably.

False allegations of a policy breach, determined to have been made in bad faith, will be addressed in accordance with the Disciplinary Policy. Individuals found to have violated this policy may face disciplinary action.

#### **Westbank Groups legal duties**

This policy will be reviewed on an ongoing basis by Westbank group to assess its effectiveness and may be amended from time to time.

**Andrew Reeks**  
**Operations Director**

**19/12/2024**

**Signature**

