



FourNet[®]

Equality, Diversity and Inclusion Policy

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Document Information

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The official controlled copy of this policy is the signed PDF document on the FourNet ISO SharePoint and visible to all authorised users. All printed and electronic copies of previous versions are considered uncontrolled copies used for reference only.

Authorisation

Document prepared by: Sarah-Jane Heber-Hall
Head of Compliance

Verified and authorised by: 
Richard Pennington
Chief Executive Officer (CEO)

1. Overview

FourNet are committed to promoting a culture that empowers people through providing a working environment where an inclusive culture and a diverse workforce are valued and expected. The culture is one of trust, fairness and freedom to share our diverse perspectives; and people are at the heart of everything we do. The purpose of this Equality, Diversity and Inclusion (EDI) policy is to set standards that are observed by all FourNet activities.

2. Our Values

The FourNet way is an inclusive culture, built upon values of respect, equity and equal opportunity, which celebrates inclusion and diversity, and creates a safe environment in which everyone can thrive.

3. Our Purpose

FourNet's policy's purpose is to provide equality, fairness and respect for all in our employment to ensure:

- **FourNet is a Fair and Inclusive Workplace** – We create a sense of belonging for all employees through a culture of open-mindedness, equality and empowerment. A working environment free of bullying, harassment, victimisation, and unlawful discrimination promoting dignity and respect for all. FourNet is committed to taking all reasonable steps to prevent workplace sexual harassment.
- **Celebrates Diversity** – We recruit and develop diverse talent and connect with diverse communities.
- **Empowers Speaking Up**– All employees are responsible for implementing this policy and challenging non-inclusive behaviours. We will develop our employees to ensure that we all have the knowledge and confidence to embed our inclusive culture and, in turn, maintain a zero-tolerance approach to discrimination.
- **FourNet is committed to protecting our employees** while they carry out their duties or represent the organisation. This includes when they are working at client locations, engaging with or visiting suppliers, and interacting with members of the public in the course of business.

Our Guiding Principles

- We make inclusion a reality in all we do
- We provide a supportive working environment
- We provide equal opportunities for all employees
- We remove barriers to an inclusive and diverse workplace through inclusive recruitment
- We speak out about non-inclusive behaviour

- In the event that you wish to raise a concern around equality, diversity or inclusion, we offer confidential methods of whistleblowing, that will protect you from any detriment or dismissal. Protection applies regardless of length of service or contractual status. (Please refer to POL-068 Whistleblowing Policy for further details).

4. EDI Responsibilities

The (EDI) policy applies to all FourNet employees/workers and contractors. We are all responsible for contributing to an inclusive diverse workplace to ensure that everyone benefits from a sustainable workplace that encourages entrepreneurial spirit and achieves positive impacts delivered with integrity and sincerity. It applies to all processes within the business from our internal activities to our work with customers, advisors, members of our network and all other external stakeholders. We will all hold ourselves accountable to this policy by reporting our diversity metrics and the success of our initiatives annually.

We endeavour to monitor all our recruitment activity and make the application process 100% anonymised through to the shortlisting process. Recruitment diversity statistics will be reported quarterly.

Non-inclusive behaviours are not tolerated. Any instances of unacceptable behaviour can be reported in confidence to the People Operations Team or an employee's line manager. Such acts will be taken seriously, and appropriate action will be taken.

We fully understand the legal framework and will always operate lawfully in accordance with the Equality Act and other relevant statutes. In addition to ensuring that discrimination, harassment, and victimisation does not occur in relation to protected characteristics (and beyond, e.g. social mobility), we adopt a zero-tolerance approach to bullying and inappropriate "banter" in the workplace.

5. Recruitment Appeals

If you wish, you may appeal against our recruitment decision. You should direct any appeal to the People Operations Team, who will plan for your appeal to be heard. Appeals must be made in writing and without unreasonable delay, which will normally mean no longer than five (5) working days after you were told of the decision.

You should only make an appeal if:

- We were not made aware of something important related to your application when we made our decision; or
- You want to challenge information used by us.

When appealing, you should set out in writing what aspects of the decision you are challenging and why. We will then organise a meeting to discuss your appeal as soon as

possible. Appeals will normally be heard by an alternative manager to who conducted the initial meeting.

You must take all reasonable steps to attend the meeting. As at the first meeting, you may choose to be accompanied to the meeting by a colleague. As soon as possible after the appeal meeting, we will advise you in writing of our final decision, explaining the grounds for that decision and why they apply.

6. Enforcements

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Details of the disciplinary and grievance procedures can be found in the Employee Handbook.

7. Communicating FourNet’s Policies

Relevant training, bulletins, education materials, policies, procedures, and processes are provided on an ongoing basis to all employees to ensure they are fully aware of their responsibilities and are kept up to date of any new requirements. These are communicated in a number of ways, including, but not limited to:

- Induction sessions
- PDR meetings
- Company meetings
- Atlas/Citation portal
- Regular company bulletins via MS Teams

8. Review and Ownership of this Policy

This policy will be reviewed and amended as required, and at least annually by the Head of Compliance. This policy document is ISO controlled and as such, the source document will be stored in the FourNet Compliance SharePoint. The un-editable PDF version will be stored in the FourNet ISO SharePoint, accessible by all authorised FourNet employees.

9. Change History

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Date	Version	Brief Description	Author
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15.02.24	2.1	Review and update formatting, update Purpose and Enforcements	Steph Whittaker
15.02.25	2.2	Annual review	Sarah-Jane Heber-Hall
16.02.26	2.3	Annual Review with inclusion of new legislation around the Employment Rights Act linked to this topic.	Sarah-Jane Heber-Hall

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