

Diversity & Inclusion

Information for employees



Policy Overview

This policy applies to all eligible employees including agency workers and self-employed contractors, job applicants, suppliers and contractors.

The policy aims to outline Marshalls' commitment to ensuring everyone is treated equally, with dignity and respect.

Version/Issue:	2
Ratified by:	Group Director of Human Resources
Date ratified:	
Author/Originator:	Louise Furness
Developed in association with:	
Full review date	
Name of responsible reviewer:	Human Resources

Version Control:

Version/Issue No	Type of Change	Date	Description of Change
Issue 2	Refresh and name change	December 2019	Policy updated and re-named.

When this document is viewed as a paper copy, the reader is responsible for establishing that it is the most current version.

For further information:

Marshalls plc – Human Resources Department
Landscape House, Elland

MG -HR-PD06 –December 2019



Marshalls

Creating Better Spaces

Diversity & Inclusion

Information for employees



Introduction

Here at Marshalls we're committed to promoting equality and preventing discrimination at work. We recognise that everyone is different and we're passionate about creating an inclusive environment, where everyone can contribute their best work and develop to their full potential.

This will not only make Marshalls an even better place to work for our existing colleagues but is important in attracting future talent. We want to celebrate the fact that everyone is different yet valued and we need to make sure that every colleague is treated with dignity and respect. By treating colleagues fairly and with respect at all times we can create the right environment for colleagues to do a great job.

This policy applies to all Marshalls' colleagues as well as job applicants, agency workers, suppliers and contractors. Marshalls will not tolerate any form of discrimination, harassment, victimisation or bullying. It is everyone's responsibility to promote a positive open environment and behave according to the principles of this policy. This includes challenging / reporting any behaviour that is not in line with our policy and beliefs.

Any concerns raised will be taken seriously and handled in line with the Grievance Policy.

What is Diversity?

Diversity is all about acceptance and respect. It is unlawful to discriminate directly or indirectly in recruitment. It means understanding each of us is unique and recognising everyone's differences. We treat all colleagues as individuals, allowing them to be themselves regardless of the following protected characteristics:

- Gender
- Gender reassignment
- Sexual orientation
- Pregnancy and maternity
- Race or ethnicity
- Religion or religious belief
- Marital and civil partnership status
- Age
- Physical and mental ability

For further information:

Marshalls plc – Human Resources Department
Landscape House, Elland

MG -HR-PD06 –December 2019



Marshalls

Creating Better Spaces

Diversity & Inclusion

Information for employees



In addition, we also recognise the following from an inclusion perspective:

- Culture
- Educational background
- Caring responsibilities
- Political opinion
- Physical appearance
- Nationality

What is inclusion?

Inclusion is about engaging the uniqueness, talents, beliefs, background, abilities and ways of working of all Marshalls' colleagues. It's also about working together to create a culture where colleagues feel they belong and are valued and respected. By committing to inclusion and diversity Marshalls can have the best people working here which will help make the company even more of a success.

Expectations

We all have a responsibility to behave in a way that is respectful of our colleagues and to understand that our views and opinions may not always be the same. The Marshalls Way clearly outlines what this means in everyday actions to all colleagues. We can all do the following to help create an inclusive workplace:

- Respect everyone embracing each other's opinions, experiences and diversity;
- Challenge or report inappropriate behaviour;
- Listen to understand other peoples' points of view and help them understand yours;
- If you challenge others, do so in a respectful way. Challenge and feedback in a constructive way to get to the best outcome.
- Develop diverse teams by recognising talent and preparing for the future.
- Be aware of different cultures and customs and respect the benefits that diversity can bring;
- Respect the confidentiality of colleagues and customers;

For further information:

Marshalls plc – Human Resources Department
Landscape House, Elland

MG -HR-PD06 –December 2019



Marshalls

Creating Better Spaces

Diversity & Inclusion

Information for employees



- Deal with customers, colleagues and suppliers in an ethical and lawful way and with respect at all times, and;
- Take responsibility for your own actions. (We take responsibility for every action considering risks and never compromising on health and safety.)

The law

- It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as 'protected characteristics'
- The Equality Act 2010 became law in October 2010. It replaced previous legislation and ensures consistency in what employers and employees need to do to make their workplaces a fair environment and comply with the law.

Our commitment

- Marshalls is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment and against customers
- This policy is intended to assist Marshalls in putting this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination
- We will regularly review and update our employment approach and practices to maintain our focus on diversity and inclusion and we will ensure the principles of this policy are reflected in our employment practices and standard terms and conditions of employment.

Your responsibilities

- Every colleague is required to assist the organisation to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination
- Colleagues can be held personally liable as well as, or instead of, the organisation for any act of unlawful discrimination. Colleagues who commit serious acts of harassment may be guilty of a criminal offence

For further information:

Marshalls plc – Human Resources Department
Landscape House, Elland

MG -HR-PD06 –December 2019



Marshalls

Creating Better Spaces

Diversity & Inclusion

Information for employees



- Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the company's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Data and Data Collection

- Aspirationally we seek to record and track data which allows us to monitor progress against our initiatives. Any data recording we may seek to do in the future would be subject to individual consent and stored in line with the UK Government's Information Commissioner's office guidance.

For further information:

Marshalls plc – Human Resources Department
Landscape House, Elland

MG -HR-PD06 –December 2019



Marshalls

Creating Better Spaces