

Diversity & Inclusion Policy

Information for colleagues



Policy Overview

This policy applies to all eligible colleagues 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.

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Version Control:

Version/Issue No	Type of Change	Date	Description of Change
Issue 2	Refresh and name change	January 2020	Policy updated and re-named.
Issue 3	Planned review	January 2023	Policy updated
Issue 4	Interim review	March 2025	Policy confirmed
Issue 5	Planned review	January 2026	Policy reviewed

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

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Introduction

Here at Marshalls (us), 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 (you) 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 everyone is treated with dignity and respect. By treating you fairly and with respect at all times we can create the right environment for you to do a great job.

This policy applies to all our colleagues as well as job applicants, agency workers, suppliers and contractors. We 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 you as individuals, allowing you to be yourself 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

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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 our colleagues. It's also about working together to create a culture where you feel you 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 us even more of a success.

Expectations

We all have a responsibility to behave in a way that is respectful of everyone 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 everyone. 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 your colleagues and customers;
- 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.)

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The law

- It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex (which includes breastfeeding), 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 colleagues need to do to make their workplaces a fair environment and comply with the law.

Our commitment

- We are committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment and against customers
- This policy is intended to assist us in putting this commitment into practice. Compliance with this policy should also ensure that you 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

- Everyone is required to assist the organisation to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination
- You can be held personally liable as well as, or instead of, us for any act of unlawful discrimination. Colleagues who commit serious acts of harassment may be guilty of a criminal offence
- Acts of discrimination, harassment, bullying or victimisation against colleagues or customers are disciplinary offences and will be dealt with under our Disciplinary Policy. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

For concerns specifically relating to sexual harassment, please refer to our Sexual Harassment Policy which can be found on MarshallsNOW.

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.

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