

# **Rail Delivery Group**

## **Equality, Diversity and Inclusion Policy**

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v3.0	July 2023	Cheryl Green	Review Point: Summary of changes documented in Appendix A.

# **Contents**

1.	Policy Statement .....	3
2.	Purpose and Scope .....	3
3.	Principles .....	3
4.	People strategy .....	4
5.	Supplier Diversity .....	5
6.	Responsibilities .....	5
6.1	Leadership .....	5
6.2	People and Inclusion .....	6
7.	Promotion of equality, diversity and inclusion .....	6
8.	Monitoring equality, diversity and inclusion .....	6
9.	Complaints .....	7
10.	Support .....	7
11.	Policy review .....	7
12.	APPENDIX A: Version Control .....	8
12.1	Version Control v2.0 .....	8
12.2	Version Control v2.1 .....	8
12.3	Version Control v3.0 .....	8

## **1. Policy Statement**

The Company is committed to developing a working environment where we treat all employees as individuals, fairly and in a consistent way and we will eliminate any unlawful and unfair discrimination. We work within the spirit and the practice of the Equality Act 2010 by promoting a culture of respect and dignity.

Our vision is to ensure that RDG continues to attract a diverse range of talent whilst nurturing an inclusive and supportive culture, which gives everyone equal access to opportunities.

We will continue to support our leaders, managers and employees to demonstrate the principles of diversity and inclusion in their everyday activities, roles and functions through the embedding of our Company values and behaviours.

## **2. Purpose and Scope**

This policy sets out the Rail Delivery Group's (RDG) approach to equity, equality, diversity and inclusion. RDG is committed to promoting equality and 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.

This policy applies to all permanent and fixed term employees and to all non-employed staff and job applicants. This procedure does not form part of an employee's contract of employment and may be amended at any time.

## **3. Principles**

The Equality, Diversity & Inclusion (EDI) policy is based on the following principles:

- Valuing diversity means recognising and valuing difference in its broadest sense. It is about ensuring that our practices recognise, respect and value difference, so that we can learn from each other.
- A commitment to inclusion means ensuring that people do not face barriers in their engagement with us because of their personal characteristics.
- Equality refers to the state of being equal or having the same rights, opportunities, and treatment. It implies that everyone is treated in the same manner, regardless of their circumstances or needs. Equality aims to eliminate discrimination and ensure that everyone is given equal access to resources and opportunities. However, treating everyone equally does not guarantee fairness because individuals may have different starting points or face various barriers that affect their ability to succeed.
- Equity, on the other hand, recognises and addresses the inherent inequalities and disparities among individuals or groups. It acknowledges that people have different circumstances, backgrounds and needs and aims to provide the necessary support and resources to ensure fairness. Equity focuses on creating equal outcomes by

taking into account the unique challenges faced by different individuals or groups. It involves distributing resources and opportunities in a way that actively addresses and corrects existing disparities.

- We will ensure that equity, equality, diversity and inclusion is embedded into our culture and reflected in our people and behaviours.
- We will treat all people coming into contact with RDG with dignity and respect.
- We will not victimise anybody who raises a complaint or acts as a whistle-blower to call out any poor practice that they report.
- This policy will be implemented to ensure compliance with the Equalities Act 2010 and best practice, ensuring that no person will be discriminated against on the basis of any of the nine characteristics provided by the Act.

#### **4. People strategy**

RDG is committed to equity, equality, diversity and inclusion in all aspects of recruitment and employment. We seek to achieve this in the following ways:

- Continuing to develop a fair and inclusive culture where people feel engaged, confident in being themselves and able to speak out when things are not right.
- Through our monitoring processes that enable us to understand where we are making progress and where we need to improve.
- Through our internal employee networks and the delivery of any agreed outputs.
- By educating our managers and key decision makers on equality legislation and its key implications on the business and on best practice.
- Encouraging everyone to challenge stereotypical and discriminatory practices within RDG.
- Constantly reviewing and improving our recruitment and selection processes, to make sure they are open and fair and that they enable the selection of the best person for the role.
- Supporting employees who may have a disability or a health condition to overcome any barriers that affect their ability to work.
- Encouraging all employees to develop their skills and experience and understanding of EDI.
- Involving our Company networks in the review of our policies, guidance documents and procedures.
- Assessing the impact of our policies and practices to identify, remove or mitigate any disadvantage to underrepresented groups.
- Continuing to promote an environment free from discrimination, harassment, bullying and victimisation and tackling any behaviour that breaches this.

## **5. Supplier Diversity**

RDG is committed to providing equality of opportunity for all suppliers of goods and services. Supplier diversity offers RDG the chance to gain from new supply approaches, increased innovation and agile supplier relationships and should provide a more responsive supplier base. In turn this will enable RDG to put something back into the supplier community and the environment in which it operates.

We will source and select suppliers from across a wide range of backgrounds and disciplines and wherever possible we will be open to sourcing goods and services from small to medium enterprises (SMEs).

Within our tendering process we request that suppliers explain how they implement diversity and ethical employment and working practices within their workplace and supplier diversity within their own supply chain. In addition, companies are required to confirm their compliance with relevant equalities legislation and commit to RDG's own Equality, Diversity and Inclusion policy. We will be particularly interested in suppliers that exhibit outstanding standards in this regard.

## **6. Responsibilities**

All employees have a responsibility to guard against any form of discrimination and avoid action which goes against the spirit of this policy. Employees at all levels must ensure that there is no discrimination in their decisions or behaviour.

Everyone at RDG has a responsibility to:

- Familiarise themselves with our policy and carry out their work in line with this policy.
- Challenge any behaviour that falls short of the expectations of this policy.
- Report any suspected discriminatory acts or practices.
- Not induce, or attempt to induce, others to practice unlawful discrimination.
- Co-operate with any measures introduced to ensure equality of opportunity.
- Not harass, abuse or intimidate others.

There are also specific responsibilities within this policy as outlined below.

### **6.1 Leadership**

The Executive team and Senior Leadership Group have a corporate responsibility for:

- Leading by example and promoting an organisational culture that is supportive of the benefits of equality, diversity and inclusion.
- Ensuring that our equality, diversity and inclusion policy underpins all aspects of our work by implementing it in their particular business areas.

- Deploying the appropriate resources and expertise to support the delivery of equality, diversity and inclusion.

## **6.2 People and Inclusion**

People and Inclusion are responsible for raising awareness of our commitment to diversity and inclusion and in supporting to achieve a more open, inclusive and diverse organisation, by:

- Developing and rolling out supporting strategies and plans to drive continual improvement.
- Coaching and supporting managers to take responsibility for their own behaviours and the behaviours of those they manage. Providing constructive challenge when behaviours do not promote or demonstrate openness, inclusion and diversity.
- Ensuring regular reviews of this policy as appropriate, and that any amendments or updates remain consistent with the equality, diversity and inclusion principles.
- Continuing to monitor and measure the demographics of our workforce, benchmark our performance and ensure that any patterns or trends are identified and resolved.
- Providing advice and guidance on organisations and schemes that can support employees at work, such as Access to Work, which supports employees who have health conditions and disabilities overcome barriers to work.

## **7. Promotion of equality, diversity and inclusion**

All employees are expected to read this policy, we also encourage them to actively participate in all EDI initiatives, including:

- Taking part in any corporate and local training and awareness programmes.
- Participating in and promoting staff network groups that have been set up to add value to our equality and diversity practice.
- Providing support for others participating in the staff network group.
- Actively delivering against their EDI priority.

## **8. Monitoring equality, diversity and inclusion**

We will collect, monitor and analyse diversity data, including information about the sex, gender, age, ethnicity, disability status, religion and sexual orientation of employees, to make sure our employment processes are fair and are achieving the aims of this policy. This information will be held in strictest confidence and will only be used to illustrate and promote equality, diversity and inclusion and prevent unlawful discrimination.

Any patterns of under-representation will be fully investigated and positive steps to remove any barriers or discrimination and promote equity, diversity and inclusion will be taken.

## **9. Complaints**

All employees should treat each other with dignity and respect. Any employee that feels they have been discriminated against, or has been witness to discrimination, are advised to take the following action:

- Talk to their line manager and/or the People and Inclusion team who will be able to advise on the options available.
- Raise the matter through our Anti-Harassment & Bullying Policy.

Any complaint will be taken seriously and will be handled sensitively. Confidentiality will be respected so far as is reasonably possible.

It is important that employees come forward with any legitimate complaints they may have. This will ensure that rights at work are protected. All reasonable attempts should be made to resolve matters informally in the first instance, where this may be appropriate.

Any breaches of this policy will be taken seriously and may result in disciplinary action.

## **10. Support**

We have a confidential Employee Assistance Programme (EAP) in place to provide additional support for any employees that feel this would be of use to them. Further information regarding our EAP can be found on the Company intranet.

## **11. Policy review**

Our People & Inclusion policies are reviewed on a regular basis to ensure they are legally compliant, incorporate best practice and are fit for purpose. This policy was last reviewed in July 2023. Any queries relating to this policy should be sent to [people.andinclusion@raildeliverygroup.com](mailto:people.andinclusion@raildeliverygroup.com).

## **12. APPENDIX A: Version Control**

### **12.1 Version Control v2.0**

- Section 1.0: Policy statement updated to include our vision.
- Section 4.0: Initiatives in People Strategy updated to current tense as these are all things, we are now doing rather than proposing to do.
- Amended the bullet on the network groups as these are now established.
- Added in an additional bullet to reflect the work we are doing on our policies.
- Section 5.0: Updated this section to reflect the EDI requirements on new suppliers as part of our tendering process and what these companies are asked to confirm and commit to.
- Section 7.0: Amended the language used in this section, following feedback from the networks.

### **12.2 Version Control v2.1**

No changes at this review point.

### **12.3 Version Control v3.0**

- Throughout: Changed references to HR to People and Inclusion.
- Section 2: Included equity in our purpose and scope.
- Section 3: Amended the wording on Equality.
- Added a statement on Equity.
- Section 4: Included equity in our commitments.
- Removed the reference to the Inclusion forum.
- Section 7: Added the EDI priority to employee expectations.