



Summit Timber Group Ltd : Equality, Diversity and Inclusion Policy

1. Purpose and Scope

This policy applies to all employees, workers, and contractors.

The Group is committed to fostering a diverse and inclusive workplace that is free from discrimination. We believe that an inclusive working culture—where individuals from different backgrounds are respected, valued, and treated equally—leads to better outcomes for everyone.

We actively engage with our employees and external partners to understand how we can continue to improve inclusion and ensure our workplace meets the needs of our people.

The principles of equality, diversity, and inclusion are promoted in all dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies, and members of the public.

Anyone acting on behalf of the Group Companies is required to comply with this policy while carrying out their duties or representing a Group Company in any capacity.

2. Equality and Unlawful Discrimination

The Group does not tolerate unlawful discrimination in any form and will take all reasonable steps to prevent it.

We are committed to ensuring that no employee, worker, or job applicant is subjected to direct or indirect discrimination on the grounds of:

- Gender or gender reassignment
- Race (including colour, nationality, caste, and ethnic origin)
- Disability
- Sexual orientation
- Marital or civil partnership status
- Part-time or fixed-term status
- Pregnancy or maternity
- Age
- Religion or belief
- Political belief or affiliation
- Trade union membership



This commitment applies to all aspects of employment, including:

- Recruitment and selection (advertising, job descriptions, interviews, and selection processes)
- Training and development
- Promotion and career progression
- Terms and conditions of employment, including pay, benefits, and facilities
- Grievance and disciplinary procedures
- Selection for redundancy

As equality, diversity, and inclusion practices continue to evolve alongside legislation and social attitudes, the Group will regularly review this policy and make improvements where appropriate.

3. Inclusion Responsibilities

All Employees, Workers, and Contractors

When working for or representing a Group Company, you are expected to:

- Contribute positively to a welcoming, respectful, and inclusive workplace
- Understand and comply with this Equality, Diversity and Inclusion Policy
- Be open to difference and challenge personal assumptions and biases
- Recognise the negative impact discrimination can have on colleagues, customers, and the Company
- Use appropriate channels to challenge or report non-inclusive behaviour
- Ensure inclusive principles are upheld when dealing with customers and external stakeholders

Managers

Managers are responsible for:

- Promoting inclusive values within their teams
 - Challenging inappropriate behaviour promptly and effectively
 - Taking appropriate action and arranging training where policy breaches occur
 - Leading by example and demonstrating a clear commitment to inclusion
 - Ensuring fair, merit-based decisions from induction through to exit, with equal access to opportunities for all
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4. Recruitment of Ex-Offenders

The Company is committed to providing equality of opportunity for all candidates, including those with criminal records, where appropriate.

Applicants are required to disclose relevant criminal convictions confidentially. A criminal record will not automatically disqualify a candidate from employment; decisions will be made based on the nature of the role and the circumstances of any offences.

Failure to disclose relevant information may result in the withdrawal of an offer of employment.

5. Career Development

- Recruitment and promotion decisions will be based solely on merit.
 - All employees will have equal access to training and development opportunities.
 - Positive action initiatives may be used to support under-represented groups where appropriate and lawful.
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6. Procedure

Complaints of Discrimination

Any behaviour, actions, or language that breach this policy will not be tolerated. All complaints will be taken seriously and handled sensitively and confidentially.

Employees should raise concerns with their line manager or a senior manager in accordance with the relevant Group Company's Grievance Procedure.

Individuals raising concerns will be protected from victimisation or harassment. Breaches of this policy may result in disciplinary action.

Investigation of Complaints

- Anyone accused of discrimination will be given the opportunity to respond.
 - False or malicious allegations may lead to disciplinary action.
 - Proven cases of unlawful discrimination may be treated as gross misconduct and could result in dismissal.
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7. Monitoring

The Group may monitor and review the effectiveness of this Equality, Diversity and Inclusion Policy to ensure it remains effective and compliant with legal requirements.