

BSI Equality and Diversity Policy

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1. Introduction

The British Standards Institution, together with its subsidiaries ("**BSI**") has developed a Group Compliance Framework consisting of policies, processes, and procedures supported by both management and technical controls appropriate to the risk profile of the organisation.

As BSI operates in a global context, the Global Equality & Diversity Policy ("**Policy**") provides the principles that should be observed when complying with discrimination laws that apply in each country or region. BSI reserves the right, wholly at its discretion, to make exceptions to this policy where local legislation and/ or best practice deem this necessary or appropriate.

2. Purpose

BSI prohibits all forms of unlawful and unfair discrimination and embraces diversity by creating an inclusive environment that reflects the many cultures and locations where it works, recognising that a diverse workforce promotes a positive working environment and helps it to achieve its mission and is committed to providing equal opportunities to everyone. This Policy endeavours to assist in removing barriers and redress imbalances caused by inequality and unjustified discrimination, creating a workplace where everyone is treated with fairness, dignity and respect.

3. Scope

This policy applies to all Employees, Contractors, and temporary/agency staff ("Personnel"). Aspects of this policy may need to be applied in different ways to cater for those who are not employees.

It applies to every aspect of employment, including recruitment and selection, training and development, performance management, promotion and conduct at work. It applies in the workplace, outside the workplace (when dealing with Clients, Suppliers or other work-related contacts), and on work-related trips or events including social events.

All personnel should be aware of their responsibilities under this policy and could be held personally liable for any act of unlawful discrimination. Any act of discrimination, harassment, bullying or victimisation against a member of Personnel is a disciplinary offence and will be dealt with as appropriate under BSI's disciplinary procedure.

This policy is not part of any contract of employment and does not create contractual rights or obligations. It may be amended by BSI at any time.

4. Roles and Responsibilities

Roles	Responsibilities
Employee	Responsible for adhering to this policy and reporting any potential non-compliance.
Manager	Responsible for ensuring this policy is implemented across their team(s) and that all Personnel adhere to the principles, with any identified non-compliance being managed accordingly.
People Team	Accountable for managing any reports of non-adherence with Group Compliance in line with this policy and local procedures.
Group Compliance	Accountable for the resolution of all concerns raised through the confidential SpeakUp channel.

5. Breach of this Policy

BSI emphasises that discrimination, harassment and/ or victimisation is unacceptable conduct which is regarded with the utmost seriousness and may lead to disciplinary action, potentially resulting in dismissal. Actual or suspected incidents of misconduct should be reported to Group Compliance. BSI guarantees non-retaliation and confidentiality, to the extent legally possible, for good-faith reports of such breaches.

BSI has partnered with Safecall to provide an independent externally hosted reporting line “SpeakUp” where you may raise your concerns relating to application or breaches of this policy anonymously. All reports are treated with the utmost confidentiality by independent staff. For further information on raising concerns and access to our Speak Up reporting line, please visit the page below:

<https://www.bsigroup.com/en-GB/about-bsi/ethics-and-compliance/>

6. Definitions

Term	Definition
<i>BSI</i>	<i>British Standards Institution, together with its subsidiaries.</i>
<i>Client</i>	<i>A party receiving services from BSI.</i>
<i>Contractor</i>	<i>An individual not employed by BSI who is engaged under a temporary contract to undertake a specific objective/ task.</i>
<i>Employees</i>	<i>People directly employed by BSI (including interns, trainees and apprentices).</i>
<i>People Team</i>	<i>BSI’s Global Human Resource Function.</i>
<i>Personnel</i>	<i>Employees and contractors or temporary/ agency staff.</i>

7. Prohibited Grounds of Discrimination

Prohibited grounds of discrimination will vary from country to country in accordance with local legislation but typically include disability, marital or civil partnership status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, age, gender reassignment and sex or sexual orientation (collectively referred to as Protected Characteristics and determined locally). Personnel should contact the People Team if they are uncertain of which protected characteristics apply where they work.

8. Forms of Discrimination

Non exhaustive examples of forms of discrimination include:

Direct discrimination – occurs when one person is treated less favourably than another because of a protected characteristic. This may be because they themselves have the protected characteristic, because they are perceived to have that protected characteristic or because of their association with another person who possesses a protected characteristic.

Indirect discrimination – occurs when a requirement, condition or practice that applies to everybody adversely affects people with a particular protected characteristic more than others and is not justified.

Harassment - means conduct related to a protected characteristic which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment is addressed further in the ***BSI Respect at Work Policy***.

Victimisation - occurs when a person is mistreated because they have made, or intend to make, a complaint of discrimination or harassment, or have helped another person to make a complaint. Victimisation is addressed further in the ***BSI Respect at Work Policy***.

9. Policy Statement

BSI is an equal opportunities employer. No personnel or job applicants will receive less favourable treatment because of a protected characteristic or will be disadvantaged by conditions, requirements or practices that cannot be shown to be objectively justified.

BSI recognises that adhering to this policy, combined with relevant employment policies and practices, maximises the contribution each individual can make and is in the best interest of both BSI and its personnel.

BSI reserves the right to investigate any allegation of breach of this policy and to take such disciplinary action as it deems necessary, up to and including dismissal. In the case of non-employees, breach of this

policy may result in termination of contract.

BSI strives to make all its products and services accessible, including to people with disabilities. Requests for reasonable adjustments to our products, services and policies will be considered, including adjustments to the physical features of our business premises to better enable people with disabilities to access our facilities.

10. Recruitment

Advertisements for vacancies must give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying, should only include requirements that are necessary and justifiable for the effective performance of the role and should comply with local legislation. Where appropriate, vacancies will be posted on the intranet.

Where it is necessary and permissible under local legislation to ask questions relating to personal circumstances, these will be related purely to job requirements and will be asked of all candidates.

Applicants should not be asked questions that might suggest an intention to discriminate on grounds of a protected characteristic unless this is necessary to establish whether the applicant can undertake an intrinsic part of the job or whether they need any reasonable adjustments to be made at interview or assessment.

In some countries BSI requires pre-employment health questionnaires to be completed when an offer of employment is made to allow recruiting managers to consider reasonable adjustments to support new employees with health conditions in order for them to be able to carry out the role they have been employed to do.

11. Training

Personnel will be provided with appropriate training, regardless of whether they fall into a protected category or have a protected characteristic.

12. Disability

Personnel with a disability are encouraged to tell BSI about their condition so that appropriate support can be provided. Such personnel should discuss with the People Team and/ or their line manager any reasonable adjustments to their working conditions which they consider necessary or which they consider would assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and, where reasonable and practicable, such adjustments will be made. There may however be circumstances where it will not be reasonable or reasonably practicable for the organization to accommodate these proposals. In such circumstances, BSI will explain the reasons for this and try to find an alternative solution where possible.

13. Fixed-term and Part-time Employees

BSI monitors the conditions of service of both fixed-term and part-time employees and their progression to ensure that they are being offered appropriate access to benefits, training and promotion opportunities. Where relevant, it will ensure fixed-term employees have access to notification of permanent vacancies.

14. Exception Process

Any deviation from this policy must be documented, together with clear reasons for such deviation, in the exception log and reported to the People Team and Group Compliance who will seek approval from the Group Leadership Team. Failure to comply with this policy may be grounds for disciplinary action, up to and including dismissal.

15. Contact Information

For any questions relating to the content of this policy, to raise any concerns or report instances of potential non-compliance, personnel should speak to their Line Manager or their local People Team contact.

16. Review

This policy is reviewed on a regular basis. Personnel will be notified of any changes via BSI's intranet.

17. Associated Documents

Reference Number	Document Name
1	BSI Respect at Work Policy
2	Code of Business Ethics
3	Disciplinary Policy
4	Grievance Policy