

Equality, Diversity and Inclusion Policy

Emerson Crane Hire Ltd aims to provide equality of opportunity to all job applicants, subcontractors and clients by ensuring we have equal standing and are treated with equal respect. We celebrate and value the diversity of our staff (including learners and apprentices), subcontractors and clients. We are committed to equality of opportunity and diversity and work towards an inclusive environment for all and will encourage our clients and partners to do the same.

We recognise the contribution of a diverse workforce, welcome different and fresh ways of thinking and encourage innovation within the workplace. We will ensure that everyone has access to jobs, training and development opportunities and to be treated fairly.

This policy has been formulated by considering the Equality Act 2010 as UK legislation that protects individuals from discrimination, harassment and victimisation based on specific protected characteristics

We will promote inclusion of people from under-represented and diverse groups and communities enabling them to participate in and benefit from learning, working and conducting business at Emerson Crane Hire Ltd.

It is Emerson Crane Hire Ltd policy to treat all job applicants, staff, learners, subcontractors and clients fairly and equally, regardless their circumstances mentioned in 2.2 of the procedure below.

We will monitor the composition of our workforce and introduce positive action if it appears that this policy is not fully effective. Emerson Crane Hire Ltd resolves to do all we can to promote good practices to eliminate discrimination, harassment or unfair treatment.

Roles and Responsibilities

The organisation recognises that achieving equality, diversity and inclusion (EDI) is a shared responsibility. All employees, managers, contractors and stakeholders are expected to support and uphold the principles of this policy. Every individual within the organisation or working on behalf of Emerson Crane Hire Limited has a responsibility to contribute to a workplace and environment that is fair, respectful, inclusive and free from unlawful discrimination.

Senior Leadership Team

The directorate is responsible for

- Demonstrating visible commitment to equality, diversity and inclusion.
- Ensuring EDI principles are embedded into organisational strategy, policies, procedures and decision-making.
- Providing sufficient resources to support EDI initiatives and objectives.
- Promoting a culture that values diversity, respect and inclusion.
- Monitoring organisational performance against EDI objectives and acting where improvements are required.
- Ensuring compliance with applicable equality and anti-discrimination legislation.

Managers and Supervisors

Managers and supervisors are responsible for:

- Leading by example and fostering an inclusive working environment.
- Ensuring employees are treated fairly, consistently and with respect.
- Applying employment policies and procedures in a non-discriminatory manner.
- Supporting equal opportunities in recruitment, promotion, training and development.
- Addressing inappropriate behaviour, discrimination, harassment or victimisation promptly and effectively.
- Encouraging open communication and responding appropriately to concerns raised by employees.
- Identifying and removing barriers that may disadvantage individuals or groups.

Human Resources

Human Resources is responsible for:

- Providing guidance and support on EDI matters.
- Reviewing policies and employment practices to ensure fairness and compliance.
- Supporting managers in handling complaints, investigations and workplace concerns.
- Delivering or facilitating EDI training and awareness programmes.
- Monitoring workforce data, where appropriate, to identify trends and opportunities for improvement.
- Supporting recruitment and selection processes that promote equality and diversity.

Employees

All employees are responsible for:

- Treating colleagues, customers, service users, suppliers and visitors with dignity and respect.
- Supporting an inclusive workplace free from discrimination, harassment, bullying and victimisation.
- Challenging inappropriate behaviour where it is safe and appropriate to do so.
- Complying with this policy and related organisational procedures.
- Participating in relevant EDI training and development activities.
- Reporting concerns, incidents or breaches of this policy through the appropriate channels.

Contractors, Agency Workers and Third Parties

Contractors, agency workers, consultants, volunteers and other third parties engaged by the organisation are expected to:

- Comply with this policy while undertaking activities on behalf of the organisation.
- Act in a manner consistent with the organisation's commitment to equality, diversity and inclusion.
- Report any incidents of discrimination, harassment or victimisation encountered in connection with the organisation.

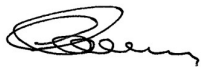
Monitoring and Accountability

Emerson Crane Hire Limited will:

- Regularly review EDI practices, policies and objectives.
- Monitor the effectiveness of this policy and implement improvements where necessary.
- Investigate reported breaches promptly, fairly and confidentially.
- Take appropriate disciplinary or corrective action where breaches of this policy are identified.
- Report progress on EDI objectives to senior leadership as appropriate.

This policy is available to all Emerson Crane Hire Ltd staff and is available to other interested parties upon request

Liam Clancy



Managing Director

2 Procedure

- 2.1 All staff have a personal responsibility for the implementation of this policy. Any instance of doubt about the application of this policy, or other questions, should be addressed their line manager in the first instance and then HR if further guidance is required.
- 2.2 Emerson Crane Hire Ltd will not discriminate on grounds of sex, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, pregnancy status, race, ethnic origin, colour, nationality, national origins, social background, disability or age.
- 2.3 Subject to the overriding consideration of protecting children and vulnerable people, we will also make every effort to prevent unfair discrimination against those with criminal records.
- 2.4 The following applies to the process of recruitment and selection, promotion, training, conditions of work, pay and benefits and to every other aspect of employment, including general treatment at work and the processes involved in the termination of employment.
 - 2.4.1 These procedures apply to job applicants (both internal and external) and all workers whether full time, part time, casual, temporary, and seasonal or contract.
 - 2.4.2 When establishing criteria for recruitment and promotion to vacant posts, Emerson Crane Hire Ltd will consider carefully whether any minimum or maximum number of years of relevant experience is necessary for effective performance of the job. Such restrictions will not be imposed unless there is a job-based reason why they are necessary.
 - 2.4.3 Staff should note that the imposition of any provision, criterion or practice which has a disproportionate adverse impact on someone on grounds of his or her sex, race, marital status, civil partnership status, religion or belief or sexual orientation or age will be unlawful unless it can be justified on grounds of business need. (E.g. a requirement to speak or write English to a standard of fluency would discriminate indirectly against many people of overseas nationality.) In the event of any query or doubt, HR should be consulted.
 - 2.4.4 Where increased pay and / or enhanced benefits are offered to staff based on length of service, these are intended to reward loyalty, maintain motivation and reflect higher levels of relevant experience.
 - 2.4.5 Staff who are disabled or become disabled in the course of their employment should inform Emerson Crane Hire Ltd about their disability. Management will then arrange to discuss with the staff what 'reasonable adjustments' to their job or working conditions or environment might assist them in the performance of their duties. The staff will also be encouraged to suggest any adjustments that they believe would be helpful to them.

Careful consideration will be given to any proposals and, where reasonable and reasonably practicable such adjustments will be made. There may however be circumstances where it will not

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be reasonable or reasonably practicable for Emerson Crane Hire Ltd to accommodate proposals put forward by the staff and this will be discussed with the individual concerned.

- 2.4.6 Any member of staff may use the grievance procedure to complain about discriminatory conduct. If the matter relates to sexual or racial harassment or harassment based on disability, sexual orientation, religion or belief or age, then the complaint may be raised directly with the HR.

Emerson Crane Hire Ltd will aim to ensure that staff feel comfortable about raising such complaints. No individual will be penalised for raising such a complaint unless the substance of the complaint is untrue or the complaint is made in bad faith, for example out of malice.

- 2.4.8 Where a staff is falsely accused of discriminatory conduct, then he or she may implement Emerson Crane Hire Ltd grievance procedure. In this instance, the person who made the false accusation will be subject to disciplinary action. In serious cases, such behaviour may be deemed to constitute gross misconduct and may result in summary dismissal in the absence of mitigating circumstances.

- 2.4.7 All staff and job applicants will be asked to complete a form denoting their sex, race, ethnic origin, age and any disabilities that they have. Emerson Crane Hire Ltd guarantees that the information provided on this form will be used for the purpose of monitoring the effectiveness of this policy.

- 2.4.8 The composition of the workforce and of job applicants will be monitored on a regular basis. Should inequalities become apparent, positive action may, if appropriate, be taken to redress the imbalance.