

WENOKES Limited

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POLICY NAME	Equality, Diversity & Inclusion (EDI) Policy Statement			POLICY NO.	WP13
EFFECTIVE DATE	3 rd March 2025	DATE OF LAST REVISION	13 th August 2025	VERSION NO.	2
ADMINISTRATOR RESPONSIBLE	Evan Stokes & Matt Wenham		CONTACT INFORMATION	contact@wenokes.com	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	M.Wenham & E.Stokes	03/03/2025	New Document	M.Wenham & E.Stokes
2	M.Wenham & E.Stokes	13/08/2025	Update of all sections.	M.Wenham & E.Stokes

APPROVAL AND REVIEW

This policy will be reviewed annually or more often if there are changes in legislation, industry standards, or internal practices. Updates will be recorded and communicated throughout the organisation and supply chain.

SCOPE

- This policy applies to:
- All employees, directors, and officers of WENOKES Limited.
 - Contractors, consultants, agency staff, and subcontractors engaged by the company.
 - Third parties, including suppliers, business partners, agents, and intermediaries acting on behalf of the company.

POLICY STATEMENT

WENOKES Limited is dedicated to creating a workplace where equality, diversity, and inclusion (EDI) are core values. We believe that supporting and advancing EDI results in better outcomes for our staff, clients, and communities. We oppose all forms of unlawful discrimination, harassment, victimisation, or bullying in accordance with the Equality Act 2010 and other relevant legislation.

TERMS AND DEFINITIONS

TERM	DEFINITION
Equality	Ensuring people are treated fairly, with equal opportunities and access to employment, promotion, training, and development.
Diversity	Recognising, respecting, and valuing differences in background, identity, and perspective.
Inclusion	Creating an environment where everyone feels welcomed, respected, supported, and able to contribute fully.
Protected Characteristics	The nine legally protected characteristics under the Equality Act 2010 are: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex, and sexual orientation.
Discrimination	Unfair or unequal treatment of individuals based on protected characteristics.
Harassment	Unacceptable behaviour linked to a protected characteristic that undermines a person's dignity or fosters a hostile environment.
Victimisation	Treating someone unfairly because they have made or supported a complaint under the Equality Act 2010.
Reasonable Adjustments	Support or adjustments are given to prevent disadvantages for individuals with disabilities or specific needs.

POLICY SECTIONS

Purpose

- Ensure fair treatment and opportunities for all employees, contractors, suppliers, and stakeholders regardless of protected characteristics.
- Foster an inclusive culture where everyone is respected, valued, and able to contribute fully.
- Follow best practices in reporting and transparency, such as SSE's publicly disclosed metrics on workforce diversity and inclusion.
- Comply with the Equality Act 2010 and other relevant legislation.

Fair Employment Practices

- Recruitment, promotion, training, and employment decisions will be based on merit, skills, and performance—with reasonable adjustments made where necessary.
- Job advertisements will use inclusive language, and diverse interview panels will be established where possible.
- Outreach will be conducted to attract candidates from underrepresented groups.

Zero Tolerance of Discrimination or Harassment

- The company will not accept any form of discrimination, harassment, or bullying. Allegations will be investigated promptly and fairly. Serious breaches may result in disciplinary action, including dismissal.

Inclusive Culture & Awareness

- Training is provided to all staff, especially leadership and managers, to understand EDI rights and responsibilities.
- Open dialogue is encouraged, with proactive inclusion promoted at all levels.

Support for All Employees

- Employees are encouraged to raise concerns if they experience or observe issues.
- Safe and confidential channels are available through grievance and whistleblowing procedures.

Transparent Reporting & Continuous Improvement

- WENOKES will monitor and benchmark diversity metrics, including recruitment, promotion, pay equity, and workforce representation.
- An anonymised summary of progress will be reported annually to staff and stakeholders.
- The Board will review EDI progress as part of the annual management review.

Suppliers and Third Parties

- Suppliers, subcontractors, and partners must adhere to WENOKES' EDI commitments and comply with all applicable equality legislation.
- WENOKES reserves the right to audit supplier compliance as part of procurement procedures.

Complaints & Breaches


Anyone who feels they have experienced discrimination, harassment, or victimisation can submit a grievance through the company procedures. All complaints will be taken seriously and investigated promptly. Breaching this policy may lead to disciplinary action, including dismissal or termination of contract.

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Board / Senior Management	Provide visible, ongoing support for EDI, champion inclusive values, and ensure necessary resources are in place.
Managers / Supervisors	Promote fair practice, resolve issues promptly, and ensure compliance with EDI commitments.
HR / EDI Lead	Maintain oversight of policy implementation, support training, manage reporting mechanisms, and review effectiveness.
All Staff & Contractors	Conduct themselves respectfully and inclusively in all interactions, supporting colleagues where needed.
Suppliers & Third Parties	Demonstrate compliance with WENOKES' EDI standards and cooperate with audits where required.

Signed: 

Matt Wenham
WENOKES Limited
Date: 13/08/2025

Signed: 

Evan Stokes
WENOKES Limited
Date: 13/08/2025