

DIVERSITY & INCLUSION GOAL SETTING GUIDANCE

Broadwin Construction's Diversity and Inclusion strategy underlines our commitment to create a diverse workforce and a culture that is inclusive of everyone, regardless of their race, gender, sexual orientation, faith, or any other part of their identity.

We ask all employees to set themselves an appropriate diversity and inclusion objective to help us create a culture where everyone feels comfortable to be themselves and able to achieve their potential.

Below you will find examples and ideas to help you set your diversity and inclusion objective.

Senior Leaders:

- Raise the awareness of Broadwin Construction Diversity and Inclusion strategy within your area
- Set a zero tolerance to racism and microaggressions within your area
- Encourage your senior managers to mentor and be reverse mentored
- Ensure managers within your area set diversity and inclusion objectives and proactively drive the diversity and inclusion agenda forwards
- Develop ways to identify, develop and promote employees from diverse backgrounds within your area so that there is a pipeline of senior and management level capable candidates to reflect the importance of diversity within Broadwin Construction
- Actively sponsor ethnic minority talent within your area
- Ensure interviewing panels in your area are diverse on a variety of levels (e.g., gender, age and ethnicity) to gain a broader perspective of candidates' qualifications
- Volunteer to participate in targeted recruitment and job fairs or reach out to your professional network to help identify untapped sources of diverse qualified candidates
- Hold frequent events to recognize your areas employees' accomplishments to demonstrate appreciation and foster engagement
- Actively participate in Broadwin Construction diversity and inclusion activities.
- Volunteer for roles or tasks to help drive the diversity and inclusion agenda forward
- Attend training to enhance your ability to interact more effectively with others who have different perspectives

Managers

- Raise the awareness of Broadwin Construction Diversity and Inclusion strategy within your teams
- Set a zero tolerance to racism and microaggressions within your teams
- Hold frequent events/activities to recognize your teams' accomplishments to demonstrate appreciation and foster engagement

- Ensure team members are given time to participate in Broadwin Construction diversity & inclusion activities either on the day or through catch up sessions – create space in their work schedules
- Encourage and facilitate open diversity and inclusion conversations within your teams.
- Recognise and celebrate culture within your team
- During meetings and especially while working remotely, make sure all members of the team have an opportunity to ask questions and share opinions
- Develop “ground rules” for meetings to avoid non-inclusive micro-behaviours (e.g., no interrupting or talking over others)
- Attend diversity and inclusion training
- Ensure your direct reports attend diversity and inclusion training
- Take positive action to avoid non-inclusive behaviours (*see list of examples below*)

All Broadwin Construction Employees

- Call out and challenge racism/microaggression
- Expand and diversify your network with people from other backgrounds
- Use your privilege to benefit and support colleagues from ethnic minority or diverse backgrounds
- Feedback ideas and suggestions for improvement within your team
- Share your diversity data to help improve representation
- Participate in Broadwin Construction diversity and inclusion activities
- Volunteer for tasks or roles within the employee networks
- Attend diversity and inclusion training
- Take positive action to avoid non-inclusive behaviours, for example:
 - Going to lunch with the same individual(s) every day and not including one or more members of the team
 - When another person walks by not saying hello, good morning, etc.
 - Interrupting others whilst they are talking
 - Sharing private jokes in front of others
 - Whispering
 - Not remembering someone's name or calling them by a different name to make it easier for yourself
 - Having a conversation with one or more people in the presence of others who speak a different language
 - Being left out of a discussion/project
 - Not including or not reaching out to someone who is located in a different area than the majority of the group, or not in the near vicinity
 - Reading/sending e-mails whilst someone is trying to speak to you
 - Looking at your watch when someone is talking to you
 - Not being introduced in a meeting and then being ignored
 - Avoiding eye contact
 - Cutting down ideas before they can be entertained
 - Mispronouncing or misspelling colleagues' names
 - Change in body language (voice pitch, volume, or rate, body posture, hand movements and gestures). Fake, masked or forced smiles
 - Questioning someone's cultural dress code or appearance

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Dated: 02/03/2024