

EQUALITY, DIVERSITY, INCLUSION AND POSITIVE WORKING ENVIRONMENT PACK

Tender-ready policy pack, Version 1.0

Veraxus Ltd aims to build standards that are visible in real work: respectful behaviour, fair treatment, clear management expectations, professional site culture, practical induction, proportionate oversight and early action when issues arise.

- Full policy statement with expanded culture, behaviour and implementation sections
- Clear responsibilities for management, staff, operatives and subcontractors
- Practical measures showing how expectations are turned into action on real projects
- A one-page briefing / induction record that can be signed and retained as evidence
- Short supplier-response wording and implementation guidance for honest tender use

Positioning	Written for a growing contractor business that wants to look credible on public-sector, supplier and higher-value opportunities without overstating systems
Tone	Professional, people-first, delivery-minded and proportionate to the size and nature of the business
Use case	Website publication, tender submissions, supplier onboarding, pre-qualification questionnaires and internal briefing
Key message	A positive working environment is built through standards, communication, supervision and follow-through - not just words on paper

WHY THIS MATTERS TO VERAXUS

The aim is not simply to hold a policy, but to show that people, behaviour and standards are treated as part of operational quality.

Operating in a fast-paced sector demands a focus on safety, productivity and collaboration. A respectful and inclusive environment contributes directly to these goals, reducing conflict, improving

communication and encouraging a sense of shared purpose.

The practical principle is that fair treatment and professional conduct should be visible at every level: from recruitment and onboarding to site management and performance review. This creates a culture of trust and mutual respect that benefits everyone.

Core Position:

Veraxus Ltd is committed to creating and maintaining a working environment in which all individuals are treated with dignity and respect, and where equal opportunities are available to all. We believe that a diverse and inclusive workforce is essential to our success, and we are committed to promoting equality and preventing discrimination in all aspects of our operations.

What readers should take from this	What this does not claim	What it does claim	Why that is credible
A clear commitment to fair treatment and professional standards	To have solved every possible problem or be perfect	To have taken practical steps to promote equality and inclusion	Because the actions are proportionate, understandable and make sense on real projects
An understanding of the expectations for behaviour and conduct	To be more advanced than comparable businesses	To be serious about building a positive working environment	Because the business is willing to put standards in writing and communicate them to everyone involved
Confidence that concerns will be taken seriously	To have a zero-tolerance approach to every issue	To have a system for addressing concerns and taking action	Because the responsibilities are assigned and expectations are clear
A sense that the business is well-managed and attentive to people	To have all the answers immediately	To be learning and improving over time	Because the policy is reviewed and updated regularly

Building a positive and inclusive culture is an ongoing process that requires commitment and effort from everyone involved. It is built day by day, through consistent actions, respectful communication and a willingness to address issues promptly and fairly.

POLICY STATEMENT

Veraxus Ltd is committed to equality, diversity and inclusion in all aspects of its operations. We believe that everyone has the right to be treated with dignity and respect, and we are committed to creating a positive working environment in which all individuals can thrive. This policy applies to all employees, subcontractors, and others working on behalf of the company.

- promoting equality of opportunity in recruitment, engagement and working arrangements
- treating people with dignity, professionalism and respect
- not tolerating unlawful discrimination, bullying, harassment, victimisation or exclusionary behaviour
- building a constructive working environment in which people can contribute confidently and appropriately
- making management expectations clear to employees, subcontractors and others working on behalf of the company
- putting these principles into practice through induction, communication, supervision and early intervention where issues arise

Practical Emphasis:

This policy is not just a set of words. It is a commitment to action. We expect everyone working on behalf of Veraxus Ltd to uphold these principles and contribute to a positive and inclusive working environment.

Document Details:

Company name: Veraxus Ltd

Document owner: [Insert Name]

Version: 1.0

Approval date: 23/04/2026

Review date: [Insert Date]

PURPOSE AND SCOPE

This policy sets out Veraxus Ltd's commitment to equality, diversity and inclusion, and provides a framework for ensuring that these principles are embedded in all our activities. It aims to create a working environment in which everyone feels valued, respected and able to contribute their best work.

This policy covers all aspects of employment, including recruitment, training, promotion, pay and benefits, and termination of employment. It also applies to our relationships with subcontractors, suppliers and other stakeholders.

Who is covered	Where it applies	What it is trying to achieve	Why that matters on projects
All staff, operatives, subcontractors and anyone working on behalf of Veraxus Ltd	All workplaces, sites, offices and any location where work is carried out for the company	A fair, respectful and inclusive working environment for everyone	Because positive relationships and professional conduct reduce conflict, improve productivity and enhance the company's reputation
Anyone interacting with Veraxus Ltd, including clients, residents, consultants and suppliers	Any interaction related to the company, including meetings, phone calls and electronic communication	Consistent standards of behaviour and communication	Because first impressions matter, and the company is judged by how it treats people

We are committed to providing a safe and supportive environment for all individuals. This includes providing appropriate training and resources, addressing concerns promptly and fairly, and monitoring the effectiveness of our policies and procedures.

This policy will be reviewed regularly to ensure that it remains relevant and effective. We will also consult with employees and other stakeholders to ensure that their views are taken into account.

By implementing this policy, we aim to create a culture of equality, diversity and inclusion that benefits everyone associated with Veraxus Ltd.

CORE COMMITMENTS AND STANDARDS

Equal Opportunity

Providing fair access to opportunities, resources and advancement, regardless of background or characteristic. Ensuring that everyone has the chance to reach their full potential.

Respect and Dignity

Treating everyone with courtesy, consideration and valuing their worth as individuals. Recognizing and appreciating the diversity of perspectives and experiences.

Inclusion

Creating a welcoming and supportive environment where everyone feels valued, respected and able to participate fully. Ensuring that everyone's voice is heard and that their contributions are valued.

Professional Communication

Communicating clearly, respectfully and constructively, avoiding language or behaviour that could be offensive or exclusionary. Fostering open dialogue and active listening.

Accountability

Taking responsibility for one's actions and behaviour, and holding others to account for upholding these standards. Addressing issues promptly and fairly, and learning from mistakes.

Improvement Mindset

Continuously seeking ways to improve our practices and policies, and learning from feedback and experience. Remaining open to new ideas and perspectives.

These core commitments are underpinned by a commitment to avoid discrimination on the basis of protected characteristics, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Site culture is built from a series of day-to-day interactions and the attitudes of leadership. If professionalism and consideration are encouraged at all times, a positive environment will follow.

What this means in real terms:

On a practical level, this means that Veraxus Ltd strives to ensure its sites and workplaces are inclusive and welcoming. That inappropriate language and behaviours are addressed and corrected. That people are promoted and developed based on merit.

RECRUITMENT, ENGAGEMENT AND FAIR WORKING PRACTICES

Veraxus Ltd is committed to ensuring that its recruitment and engagement practices are fair, transparent and non-discriminatory. We aim to attract and retain a diverse workforce that reflects the communities in which we operate.

This includes, where relevant:

- Using inclusive language in job advertisements
- Ensuring that selection criteria are relevant to the role
- Providing training to recruitment panel members on equality and diversity
- Monitoring the diversity of applicants and appointees
- Making reasonable adjustments for disabled applicants

Fair working practice means that employees and subcontractors are treated equitably in terms of pay, benefits, opportunities for development, and access to resources. We are committed to ensuring that everyone is paid fairly for the work they do, and that there are no unjustified pay gaps between different groups of employees. It is important that all workers are engaged under terms and conditions that are appropriate.

Management discipline matters:

Poor behaviour must be addressed swiftly and fairly. This shows other workers that standards are important, and helps build a zero-tolerance environment for inequality and disrespectful actions.

DIGNITY AT WORK AND BEHAVIOUR STANDARDS

Veraxus Ltd is committed to creating a working environment in which everyone is treated with dignity and respect. We will not tolerate any form of bullying, harassment, victimisation or discrimination.

Examples of unacceptable behaviour include:

- bullying, intimidation or repeated hostile conduct
- harassment or victimisation
- offensive jokes, slurs or inappropriate comments
- abusive, threatening or humiliating language
- disrespectful treatment of colleagues, clients, residents, consultants or suppliers
- exclusionary behaviour or deliberate undermining of another person
- discriminatory assumptions or remarks linked to a protected characteristic
- aggressive conduct that damages team confidence or site professionalism

These examples are not exhaustive, and any behaviour that creates an offensive, hostile or intimidating environment will be considered unacceptable.

It is the responsibility of everyone working on behalf of Veraxus Ltd to uphold these standards and to challenge any behaviour that falls below them.

Victimisation is treating someone unfairly because they have made a complaint about discrimination or harassment, or because they have helped someone else to make a complaint. Victimisation is unlawful and will not be tolerated.

Harassment is unwanted behaviour that you find offensive. Bullying is similar, but may involve a pattern of repeated unreasonable actions against an individual or group of employees.

Desired standard:

All team members are expected to contribute to a respectful and professional atmosphere at all times. This ensures all workers and site visitors are treated well and Veraxus's reputation is maintained.

PUTTING THE POLICY INTO PRACTICE

This policy is not just a set of words. It is a commitment to action. We expect everyone working on behalf of Veraxus Ltd to uphold these principles and contribute to a positive and inclusive working environment.

Set expectations early

Communicate the company's values and standards to all new recruits, subcontractors and partners. Make it clear that equality, diversity and inclusion are taken seriously.

Lead from management level

Demonstrate commitment to equality, diversity and inclusion through your own actions and behaviour. Challenge any behaviour that falls below the expected standards.

Keep sites professional

Maintain a clean, safe and respectful working environment. Ensure that all facilities are accessible to everyone, and that there is no offensive or discriminatory material on display.

Address problems early

Don't ignore concerns or complaints. Investigate them promptly and fairly, and take appropriate action to address any issues that are identified.

Encourage concerns to be raised

Create a culture in which people feel safe to raise concerns without fear of reprisal. Provide clear channels for reporting concerns, and ensure that people know how to use them.

Reinforce standards regularly

Remind people of the company's values and standards on a regular basis. Provide training and resources to help them understand their responsibilities and to challenge inappropriate behaviour.

This policy will be implemented through a range of measures, including training, communication, supervision and monitoring. We will also work with our subcontractors and suppliers to ensure that they share our commitment to equality, diversity and inclusion.

We will regularly review the effectiveness of this policy and make changes as necessary to ensure that it remains relevant and effective. We will also consult with employees and other stakeholders to ensure that their views are taken into account.

By putting this policy into practice, we aim to create a positive and inclusive working environment in which everyone can thrive.

WELLBEING, COMMUNICATION AND RAISING CONCERNS

Veraxus Ltd recognises the importance of wellbeing in creating a positive and productive working environment. We are committed to supporting the wellbeing of our employees and subcontractors, and to providing a safe and healthy workplace.

Any worker with issues or concerns is encouraged to raise these. If a worker feels they have been unfairly treated, subjected to discrimination, or witnessed poor behaviour, they should report it.

The following contacts are available to assist:

- Your site manager or supervisor
- A member of the HR team
- A director of the company

Concerns will be handled with sensitivity and confidentiality. We will investigate all complaints thoroughly and take appropriate action to address any issues that are identified. Workers raising

concerns or complaints will be protected from victimisation.

Good practice in a smaller business:

Small businesses may not have dedicated HR teams, so the responsibility for this process may fall on senior managers or directors. It is important that these individuals are trained in how to handle complaints and concerns fairly and effectively.

RESPONSIBILITIES, TRAINING AND REVIEW

Everyone working on behalf of Veraxus Ltd has a responsibility to uphold the principles of equality, diversity and inclusion. This includes:

- Treating everyone with dignity and respect
- Challenging any behaviour that falls below the expected standards
- Raising concerns if you witness or experience discrimination, bullying or harassment
- Participating in training and development activities

Directors/managem ent	Supervisors/site leads	Employees/operative s	Subcontractors/other s
Setting the tone and leading by example. Ensuring that the policy is implemented effectively. Providing training and resources. Monitoring the effectiveness of the policy. Addressing concerns promptly and fairly	Enforcing the policy on site. Addressing any issues that arise. Providing support to team members. Promoting a positive working environment	Upholding the principles of the policy. Treating everyone with dignity and respect. Raising concerns if they witness or experience discrimination, bullying or harassment. Participating in training and development activities	Complying with the policy. Treating everyone with dignity and respect. Raising concerns if they witness or experience discrimination, bullying or harassment

This policy will be reviewed annually to ensure that it remains relevant and effective. We will also consult with employees and other stakeholders to ensure that their views are taken into account.

Training will be provided to all employees and subcontractors on equality, diversity and inclusion. This will include information on the policy, their responsibilities, and how to raise concerns.

By working together, we can create a positive and inclusive working environment in which everyone can thrive.

TENDER WORDING AND IMPLEMENTATION NOTE

Suggested supplier/PQQ wording:

Veraxus Ltd is committed to equality, diversity and inclusion in all aspects of its operations. We have a comprehensive policy in place that sets out our commitment to creating a positive working environment in which all individuals can thrive. We regularly review our policies and procedures to ensure that they remain relevant and effective.

Implementation note - what Veraxus can honestly say now:

- We have a written policy on equality, diversity and inclusion
- We communicate our expectations to all employees and subcontractors
- We address concerns promptly and fairly
- We monitor the effectiveness of our policy
- We are committed to continuous improvement

Implementation note - what should not be overstated:

- That we have solved every possible problem
- That we are perfect
- That we have a zero-tolerance approach to every issue
- That we have all the answers immediately
- That we have a dedicated HR team

Credibility is built on honesty and transparency. By being upfront about what we do and don't do, we can build trust with our stakeholders.

APPENDIX A - EDI & POSITIVE WORKING ENVIRONMENT BRIEFING RECORD

Company name: Veraxus Ltd Site/workplace: _____

Date of briefing: _____ Briefing delivered by: _____

Policy/topic: Equality, Diversity, Inclusion and Positive Working Environment Reference: Version 1.0

Briefing points covered:

- Equal treatment and fair opportunity
- Respectful communication and behaviour
- No discrimination, bullying, harassment or victimisation
- Dignity at work expectations
- Positive site culture and professional standards
- How to raise concerns
- Management commitment to fair and respectful treatment
- Expectations for staff, operatives and subcontractors working on behalf of the company

Name	Role	Signature	Date

Attendee confirmation

I confirm that I have been briefed on the company's Equality, Diversity, Inclusion and Positive Working Environment expectations and understand my responsibility to behave respectfully, support a professional working environment and raise concerns appropriately.

Briefing delivered by signature: _____

Date: _____

APPENDIX B - PRESENTATION NOTES

Cover image suggestion	Culture page	Action page	Concerns page	What to avoid	Best design principle
A team working together on site, showing a diverse workforce	Focus on respect, dignity and inclusion	Highlight practical steps taken to promote equality and diversity	Provide clear channels for raising concerns	Overstating achievements or making unrealistic claims	Clear, concise and accessible language
The business name in bold	Mention that appropriate language and behaviours are addressed	Show an inclusive and welcoming workplace	Ensure that people know how to use them	Aggressive, dismissive, or otherwise inappropriate tone	Simple, clean graphics
The business logo on the cover page	Site culture is built from day-to-day interactions and the attitudes of leadership.	Sites and workplaces should be inclusive and welcoming	Senior managers or directors are responsible for addressing concerns	Promising perfection or solutions that are difficult or impossible to execute	Use of white space

Closing note:

This pack is designed to help Veraxus Ltd demonstrate its commitment to equality, diversity and inclusion. By implementing these policies and procedures, we can create a positive and inclusive working environment in which everyone can thrive.

Policy Document Summary

This document outlines Veraxus Ltd's comprehensive policy on Equality, Diversity, Inclusion, and Positive Working Environment. It details the company's commitment to creating a fair, respectful, and inclusive workplace for all employees, subcontractors, and stakeholders. The policy covers various aspects, including recruitment, engagement, behavior standards, and procedures for addressing concerns. It emphasizes practical implementation through clear responsibilities, training, and regular review. Appendices provide a briefing record template and presentation notes, ensuring that the policy is effectively communicated and integrated into the company's operations.

Director Approval & Electronic Signature

Document: Equality, Diversity, Inclusion and Positive Working Environment Pack

Approved and signed electronically on behalf of Veraxus Ltd

This document has been electronically approved and signed by the Director of Veraxus Ltd. The typed signature shown on this page is intended to authenticate and approve this document on behalf of the company.

Name: Alex Stefan

Position: Director

Signature: Alex Stefan

Date: 08 May 2026

For tender and supplier registration purposes, this page records director approval of the policy pack and should be kept with the document when uploaded or issued externally.