



Qubit

EQUALITY, DIVERSITY & INCLUSION (EDI) POLICY

QUBIT INTERIOR SOLUTIONS LIMITED
PIER HOUSE, THAMES ROAD, DARTFORD, DA1 4SL



EQUALITY, DIVERSITY & INCLUSION (EDI) POLICY

Company: Qubit Interior Solutions Limited (Qubit Group)

Location: Pier House, Thames Road, Crayford, DA1 4SL

Prepared By: Kyle McGimpsey

Position: Managing Director

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1. Policy Statement

We are committed to promoting equality, diversity, and inclusion (“EDI”) across all areas of the business and to providing a working environment where all individuals are treated with dignity, fairness, and respect. We embrace creating an inclusive workplace culture where all employees and workers are valued for their skills, experience, and contribution.

We believe that a diverse workforce improves collaboration, innovation, problem-solving, employee wellbeing, and overall business performance. We are committed to ensuring that employment decisions are based on merit, competence, qualifications, and business needs, and not influenced by unlawful discrimination or bias.

This policy reflects our commitment to complying with the principles and requirements of the Equality Act 2010. We do not tolerate discrimination, harassment, bullying, victimisation, intimidation, or inappropriate conduct of any kind.

We are committed to ensuring equality of opportunity regardless of an individual’s:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race, colour, nationality, ethnic or national origin
- Religion or belief
- Sex
- Sexual orientation

This policy applies equally to all employees, applicants, subcontractors, agency workers, trainees, apprentices, consultants, clients, visitors, and anyone working on or visiting company sites or premises.

2. Purpose of Policy

The purpose of this policy is to:

- Promote equality of opportunity for all individuals;
- Foster an inclusive, respectful, and professional workplace culture;
- Prevent unlawful discrimination, harassment, bullying, and victimisation;
- Ensure compliance with relevant employment and equality legislation;
- Support employees and workers to achieve their full potential;
- Promote fairness and consistency in employment practices and decision-making;
- Encourage respectful behaviour across all company operations, construction sites, and business activities;
- Ensure all employees understand their rights and responsibilities in relation to equality, diversity, and inclusion.

3. Scope of Policy

This policy applies to all aspects of employment and business operations, including:

- Recruitment and selection;
- Terms and conditions of employment;
- Pay, benefits, and working arrangements;
- Training and development opportunities;
- Promotion and career progression;
- Performance management;
- Site allocation and work responsibilities;
- Workplace behaviour and conduct;
- Disciplinary and grievance procedures;
- Redundancy selection and dismissal;
- Apprenticeships and work placements;
- Relationships with subcontractors, suppliers, and clients.

The policy applies to:

- Permanent employees;
- Temporary employees;
- Agency workers;
- Apprentices and trainees;
- Site operatives;
- Self-employed contractors;



- Subcontractors;
 - Consultants and suppliers;
 - Job applicants.
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4. Industry Context and Risks

We recognise the importance of creating safe, respectful, and inclusive working environments across all company sites and operations.

We are committed to:

- Promoting professional standards of behaviour on site and in offices;
 - Challenging inappropriate language, behaviour, or workplace culture;
 - Supporting greater diversity and inclusion within the workforce;
 - Ensuring fair treatment of all workers regardless of role, trade, or employment status;
 - Encouraging opportunities for apprentices, trainees, and underrepresented groups within construction.
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5. Equality, Diversity & Inclusion Commitments

We are committed to:

- Providing equal access to employment opportunities;
 - Recruiting and promoting individuals based on merit and capability;
 - Providing fair and equitable treatment across all employment practices;
 - Promoting an inclusive culture where differences are respected and valued;
 - Making reasonable adjustments for individuals with disabilities where reasonably practicable;
 - Providing safe and respectful working environments across all sites and workplaces;
 - Taking prompt and appropriate action against discrimination, bullying, harassment, or victimisation;
 - Encouraging open communication, feedback, and reporting of concerns;
 - Supporting employee wellbeing and inclusion;
 - Providing equality and inclusion awareness training where appropriate;
 - Monitoring employment practices to support continuous improvement.
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6. Roles and Responsibilities

6.1 Directors and Senior Management

Directors and senior management are responsible for:

- Demonstrating visible commitment to equality, diversity, and inclusion;
- Ensuring this policy is implemented effectively throughout the business;
- Providing appropriate resources, guidance, and support;
- Promoting a positive and inclusive workplace culture;
- Ensuring employment practices comply with legal obligations;
- Reviewing incidents, complaints, and trends relating to workplace conduct;
- Taking appropriate action where breaches occur.

6.2 Managers and Site Supervisors

Managers and supervisors are responsible for:

- Applying this policy fairly and consistently;
- Leading by example through professional behaviour;
- Challenging inappropriate conduct or language;
- Promoting respectful working relationships on site and in offices;
- Supporting employees and workers appropriately;
- Managing complaints sensitively and confidentially;
- Ensuring equal access to opportunities within their teams;
- Considering reasonable adjustments where required.

6.3 Employees, Operatives and Subcontractors

All employees, operatives, and subcontractors are expected to:

- Treat others with dignity and respect;
- Maintain professional standards of behaviour;
- Refrain from discriminatory, offensive, intimidating, or inappropriate conduct;
- Comply with this policy and related company procedures;
- Report concerns or inappropriate behaviour promptly;
- Cooperate with investigations where required.

Failure to meet these standards may result in disciplinary action or removal from site.

7. Recruitment and Selection



We are committed to fair, transparent, and inclusive recruitment practices.

Recruitment decisions will be based on:

- Skills;
- Qualifications;
- Experience;
- Competence;
- Suitability for the role.

We will:

- Ensure job advertisements are fair and inclusive;
- Avoid discriminatory recruitment practices;
- Conduct recruitment processes consistently and objectively;
- Consider reasonable adjustments during recruitment where appropriate;
- Promote apprenticeship and training opportunities across diverse groups;
- Select candidates based on merit and business requirements.

Unlawful discrimination during recruitment or selection will not be tolerated.

8. Employment Practices

We are committed to ensuring fairness and equality throughout employment.

This includes:

- Fair terms and conditions of employment;
- Equal access to training and development;
- Fair allocation of work and responsibilities;
- Consistent management practices;
- Fair performance management processes;
- Equal opportunity for promotion and progression;
- Fair handling of grievances and disciplinary matters.

Employment-related decisions will not be influenced by protected characteristics or personal bias.

9. Training, Development and Career Progression



We are committed to supporting employee development and progression.

We will:

- Provide access to relevant training opportunities;
- Promote equality and inclusion awareness training;
- Encourage development of apprentices and trainees;
- Support career progression based on merit and capability;
- Promote leadership and supervisory development where appropriate.

Employees are encouraged to contribute positively to an inclusive and respectful workplace culture.

10. Workplace Behaviour and Standards

All individuals working for or on behalf of Qubit are expected to behave professionally and respectfully at all times.

The following behaviour will not be tolerated:

- Discrimination;
- Harassment;
- Bullying;
- Victimisation;
- Offensive comments or jokes;
- Racist, sexist, homophobic, or discriminatory language;
- Intimidation or threatening behaviour;
- Exclusionary conduct;
- Inappropriate behaviour online or through social media.

This applies to verbal, physical, written, and digital behaviour.

Inappropriate conduct may result in disciplinary action, removal from site, or termination of employment or subcontract arrangements.

11. Reasonable Adjustments and Accessibility

We are committed to supporting employees and applicants with disabilities.

Where reasonably practicable, we will consider reasonable adjustments relating to:



- Recruitment processes;
- Site access arrangements;
- Working arrangements;
- Equipment and facilities;
- Training environments.

Employees are encouraged to discuss any support requirements with management so appropriate arrangements can be considered.

12. Reporting Concerns and Complaints

Employees and workers are encouraged to raise concerns relating to:

- Discrimination;
- Harassment;
- Bullying;
- Victimisation;
- Unfair treatment;
- Inappropriate behaviour.

Concerns may be raised with:

- A line manager;
- Site supervisor;
- Senior management;
- HR

All complaints will be treated seriously, handled confidentially where possible, and investigated appropriately.

No individual will suffer retaliation or victimisation for raising a genuine concern in good faith.

13. Investigation Process

Complaints and concerns raised under this policy will be investigated promptly, fairly, and appropriately.

Investigations may involve:



- Meetings with relevant individuals;
- Review of evidence or communications;
- Witness statements;
- Formal disciplinary procedures where necessary.

Appropriate action will be taken based on investigation findings.

14. Monitoring and Review

We will monitor and review this policy periodically to ensure ongoing effectiveness and legal compliance.

This may include reviewing:

- Recruitment practices;
- Workforce diversity;
- Complaints and incidents;
- Training participation;
- Workplace culture and behaviours.

Employee feedback may also be considered as part of the review process.

15. Breaches of Policy

Breaches of this policy may result in disciplinary action up to and including dismissal.

Serious incidents involving discrimination, harassment, bullying, or victimisation may also:

- Result in removal from site;
 - Lead to termination of subcontract arrangements;
 - Be reported to clients, regulatory bodies, or relevant authorities where appropriate.
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16. Roles and Responsibilities

Management, HR, employees, and subcontractors all share responsibility for promoting equality, diversity, and inclusion within the workplace. Managers are responsible for implementing this policy fairly and consistently, addressing inappropriate behaviour, supporting employees, and ensuring employment decisions are made objectively and



without discrimination. HR is responsible for providing guidance on employment legislation, supporting fair workplace practices, maintaining records, and monitoring compliance with this policy. Employees and workers are expected to treat others with dignity and respect and comply with the standards outlined within this policy.


17. Monitoring and Review

We carry out regular reviews of this policy to monitor its effectiveness.

Reviewed / Approved By:

Name: Kyle McGimpsey

Position: Managing Director

Signature: 

Date: 18/05/2026