



Supplier's Guide to
DIVERSITY & INCLUSION



We are EDF
**EVERYONE'S
WELCOME**

A **great place to work,**
where **everyone is welcome.**

We create the **right environment** where people feel able to bring their whole selves to work.

Whilst working together there is **mutual trust and appreciation** created through the building of **meaningful relationships** with one another.

Everyone is able to get the **most from their work** and the workplace, and in return, **give their best.**

IT'S AS SIMPLE AS THAT.





We have a variety of ways to ensure that we find each other. We'll work together to match your skills with our Company needs to find your next opportunity.



We will set you up for success, ensure that you feel part of our team and get to know more about each other. We will help you perform in your role quickly and keep you excited and energised to work for us and be an advocate of EDF.



We create the environment for everyone to be the best version of themselves and in return we expect you to take personal ownership for your performance and development. As we grow together we will ensure that we are flexible and adaptable to changes around us whether that is at work or at home.



We appreciate that everyone is unique and we will provide the right tools, training, policies and procedures to create the right environment, where everyone is included. Saying Thank You for a job well done is the norm as is understanding when you are not OK either physically or mentally.



When it is time to say goodbye we want you to have a positive exit from the Company and take everything you have learnt with us to your next opportunity. We want you to have enjoyed your time with us, got what you wanted from your time here and be a lifelong advocate of EDF.

EDF has seven diversity and inclusion principles defined in this guide. We know that to make a meaningful difference we need to work collaboratively with our supply chain. We are on a journey to embed each principle into the heart of our organisation and we will work with our key suppliers to embed these principles throughout our supply chain, which is why we have developed this Supplier's Guide to Diversity and Inclusion, it is a step by step guide to set out how each principle can be applied in practice, which we follow ourselves – EDF wants to lead by example. Together we create great places to work, where everyone is welcome.

Together we know we can achieve more!

We are committed to the achievement of some challenging ambitions and targets to ensure we will fully reflect the diversity of the areas in which we operate. We recognise that if we are to be successful in making a meaningful difference it is essential that we are aligned on our approach and commitment to diversity and inclusion.

- By building meaningful relationships with one another, we can break down barriers and improve communications, openness, honesty and trust between organisations.
- Having an open, honest and trusting environment will improve communications and allow issues and problems to be discussed and resolved in a more timely and constructive manner.

- By embracing diversity and inclusion within your business it will foster greater innovation to business challenges and receptiveness to previously unthought-of solutions.
- We can enhance the value of our businesses by allowing the sharing of knowledge.
- We want to achieve excellence in everything that we do – we can only achieve this through collaboration.
- We will work with our Suppliers to monitor and develop their performance against the seven diversity and inclusion principles outlined in this document.

PRINCIPLE 1: EMBEDDING DIVERSITY AND INCLUSION INTO BUSINESS AS USUAL

EDF has embedded the following in to its practices and expects our suppliers to have:

- policies which consider going beyond mere compliance with the Equality Act 2010
- guides for managers on using policies
- training for managers and employees on creating a diverse and inclusive business
- awareness on how to access the above
- a dedicated intranet page to diversity and inclusion.

? Consider

- How could you do more?

PRINCIPLE 2: VALUING INDIVIDUAL DIFFERENCES

EDF has embedded the following into their practices and expects our suppliers to have:

- employee networks / resource groups which all have senior sponsors and a dedicated set of objectives
- consultation mechanisms for employees to raise ideas on best practice (e.g. focus groups)
- executive commitment to diversity and inclusion
- diversity and inclusion ambassadors who are committed to raising awareness around diversity and inclusion.

? Consider

- Developing employee networks/resource groups with senior sponsors and a dedicated set of objectives.
- How do you consult with your employees about diversity and inclusion?
- Do you have a working environment that values individual difference?
- Consider that having diversity and inclusion in the workplace drives better business performance?

PRINCIPLE 3: RECRUITING AND DEVELOPING THE BEST PERSON FOR THE JOB

EDF has embedded the following into their practices and expects our suppliers to:

- review how diverse your current workforce is using workforce monitoring data
- ensure that you understand how diverse your recruitment pipeline is through recruitment monitoring
- set a plan as to how you can widen the pool that you recruit from
- ensure that all development and promotion activities are fair and equally accessible to all.

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- If you track and report protected characteristic details of your current workforce on an ongoing basis and influence your recruitment pipeline?
- Whether your recruitment advertising strategies are reaching candidates from diverse backgrounds.

What are Employee Networks and Resource Groups?

They are a formal and recognised mechanism enabling different groups of employees to voluntarily come together in support of common goals and interests. Examples could be a Women's Network, a Black, Asian and Minority Ethnic Network (BAME), a Disability & Carers Network, Working Parents' Network or a Lesbian, Gay, Bisexual and Transgender (LGBT) Network. They should be open to all employees.

Leaders and managers to be aware of the impacts that unconscious bias can have on people process such as: recruitment, coaching, performance monitoring and development AND have steps in place to minimise those impacts.

Examples of activities that networks undertake are raising awareness and understanding of different subjects and topics of interest, networking opportunities, specific development and targeted recruitment campaigns or a simple newsletter which keeps members up to date. For example, EDF's Disability and Carers Network uses their newsletter to connect members who have a similar disability or caring responsibility. Employee Networks are a great way for employees to come together and support each other.



PRINCIPLE 4: EMBEDDING DIVERSITY AND INCLUSION THROUGH OUR SUPPLY CHAINS

EDF has embedded the following into their practices and expects our suppliers to:

- understand the barriers minority suppliers have to competing for contracts and put in place action plans to remove these barriers
- embed diversity and inclusion within procurement process and practices.

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- How could you influence your supply chain to become more diverse and inclusive?
- How could you monitor your supply chain based on the supplier diversity definition?

What is a minority owned supplier?

EDF defines this as a minority owned supplier is an organisation that is at least 51% or more owned or managed by any of the following groups: Women, Black, Asian and Minority Ethnic (BAME), Lesbian, Gay, Bi-sexual and Transgender (LGBT+) or Disabled persons.

PRINCIPLE 5: PROVIDE AN INCLUSIVE WORKING ENVIRONMENT

EDF has embedded the following into their practices and expects our suppliers to:

- consider the policies in place to ensure employee wellbeing and flexible working, including working from home
- think about how effectively these policies are used in practice.

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- How do you look after your employee's wellbeing?
- Do you have mechanisms in place to ensure employees have the correct work/ life balance?

PRINCIPLE 6: DIVERSITY AND INCLUSION AS CORE VALUES OF HOW WE OPERATE

EDF's customers value our reputation as an organisation that has diversity and inclusion at its core and expects our suppliers to:

- understand the diversity and inclusion requirements of their customers
- ensure diversity and inclusion is embedded in the way you operate.

? Consider

- How does your organisation support diverse customer needs?
- How could your organisation ensure it is understanding its customers requirements (e.g. do they require information in braille format?).

PRINCIPLE 7: WE MEASURE AND MONITOR OUR PERFORMANCE

EDF has embedded the following into their practices and expects our suppliers to monitor their practices by using:

- employee engagement surveys
- workforce monitoring data
- recruitment monitoring data
- supplier monitoring.

Remember to monitor your performance as a minimum for the protected characteristics of gender, ethnicity, age, disability and sexual orientation.

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- If your organisation currently uses mechanisms to measure progress for those with protected characteristics?
- What could you do differently or how could you do more?

What do we mean by monitoring?

It is important to monitor across the protected characteristics outlined in the Equality Act 2010. The protected characteristics are age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender and sexual orientation. It is important to analyse this information to inform your future strategy.





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