

Equal Opportunities and Diversity Policy

What This Policy Covers

- Core Commitment: The Company recognises the benefits of a diverse workforce and is committed to providing a working environment free from discrimination.
- Scope & Standards: The Company will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies, and the public; all employees and those acting on the Company's behalf are required to adhere to this policy.

Unlawful Discrimination

- Zero-Tolerance Principle: Unlawful discrimination of any kind in the working environment will not be tolerated, and the Company will take all necessary action to prevent its occurrence.
- Prohibited Grounds of Discrimination: The Company aims to ensure no employee or job applicant is subject to direct or indirect unlawful discrimination on the grounds of: gender or gender reassignment, race (including colour, nationality, caste, and ethnic origin), disability, sexual orientation, marital status, part-time status, pregnancy or maternity, age, religion or belief, political belief or affiliation or trade union membership.

Scope of Employment

- Employment Stages: Equal opportunity applies to recruitment and selection, including advertisements, job descriptions, interview, and selection procedures, training, promotion and career-development opportunities, terms and conditions of employment, and access to employment-related benefits and facilities, grievance handling and the application of disciplinary procedures, and redundancy selection.
- Policy Evolution: The Company will review policies continuously and implement necessary changes to improve equality of opportunity as legislation and social attitudes change.

Career Development

- Merit-Based Selection: While positive measures may be taken to encourage under-represented groups to apply for employment opportunities, recruitment or

promotion to all jobs will be based solely on merit, ensuring all employees have equal access to training and other career-development opportunities appropriate to their experience and abilities.

- Positive Action: As permitted by equal opportunities legislation, the Company will take appropriate positive action measures to provide specialist training and support for groups that are under-represented in the workforce and encourage them to take up training and career-development opportunities.

Complaints of Discrimination

- Seriousness & Reporting: The Company will treat seriously all complaints of discrimination made by employees, clients, customers, suppliers, contractors, or other third parties and will take action where appropriate; any employee who believes they have been discriminated against is encouraged to raise the matter as soon as possible with their manager or another senior employee using the Company's Grievance Procedure.
- Protection & Confidentiality: Allegations regarding potential breaches of this policy will be treated in confidence and investigated thoroughly, with the Company committed to protecting complainants from victimisation, harassment, or less favourable treatment, and dealing with any such incidents under the Company's Disciplinary Procedures.

Investigating Accusations

- Fair Investigation: If you are accused of unlawful discrimination, the Company will investigate the matter fully; during the course of the investigation, you will be given the opportunity to respond to the allegation and provide an explanation of your actions.
- Investigation Outcomes: If the investigation concludes that the claim is false or malicious, the complainant may be subject to disciplinary action; if the investigation concludes that your actions amount to unlawful discrimination, you will be subject to disciplinary action, up to and including dismissal without notice for gross misconduct.

Equal Opportunities Monitoring

- Effectiveness Review: The Company may carry out monitoring for the purposes of measuring the effectiveness of its equal opportunities and diversity policy.