

The Company is committed to the principle of equal opportunities for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

The Company will therefore apply employment practices which are fair, equitable and consistent with the skills and abilities of our employees and the needs of the business. These practices are aimed at ensuring that all employees are accorded equal opportunity in recruitment, training and promotion, and equal terms and conditions of employment in all jobs of equal value.

The Policy is governed by The Equality Act 2010, which makes it unlawful to discriminate directly or indirectly against staff or others on the basis of:

- gender
- sexual orientation
- marital or civil partner status
- gender reassignment
- race, colour, nationality
- pregnancy and or maternity
- religion or belief
- disability
- age.

In addition, the company will not treat any employee less favourably because they are employed on a part or fixed term contract, because they are a member of a trade union or because of their gender identity.

The company will not treat customers, clients or anyone else coming into contact with the company less favourably on the grounds set out above.

The Company will not permit or condone direct or indirect discrimination, harassment, victimisation or bullying of any nature. All employees and others coming into contact with the company have the right to an environment free of discrimination, harassment, victimisation and bullying.

This policy applies to all aspects of our relationship with staff and to relations between staff members at all levels. This includes, job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedures, and termination of employment.

The company will not discriminate on the basis of pay. All employees regardless of their sex, gender or gender identity will receive equal pay for like work, work done of equal value or work rated equivalent.

Anyone subject to discrimination, harassment, victimisation or bullying of any kind has the right to raise a grievance by making a complaint to their immediate Manager, or if this is not appropriate then to the HR Manager, who will investigate the matter. The Company will take all complaints seriously and will investigate as appropriate.

The Company will take appropriate disciplinary measures should an allegation of discrimination, harassment, victimisation or bullying be proven.

The company will monitor recruitment and promotion to ensure that no-one is being treated less favourably because of a protected characteristic.

The company will regularly review its procedures to ensure that there is no discrimination.

Equal opportunities will be explained and discussed as part of the induction process for all employees.

This policy does not form part of an employee's contract of employment and can therefore be amended at any time.

Date: 1<sup>st</sup> January 2024