EQUAL OPPORTUNITIES & DIGNITY POLICY

The company is committed to the principles of equal opportunities and eliminating discrimination in every aspect of the work of the organisation.

We will strive to ensure that no individual or group is treated more or less favourably than others on grounds of gender, race, colour, age, ethnic/national origin, religious or political beliefs, disability, marital status, family circumstance, sexual orientation, spent criminal convictions or for any other reason, or will be disadvantaged by any conditions of employment or requirements that cannot be justified as necessary on operational grounds.

The company shall also ensure that it does not engage in procuring staff that fall within any category defined within the Modern Slavery Act 2015, including but not limited to; forced or compulsory labour or involuntary labour.

It is our express intention to treat employees with respect and dignity and treat them fairly with regards to all assessments, choices and procedures. Striving to ensure that the work environment is free from harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

This policy is intended to assist the company to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

The policy is applicable to all employees, clients, suppliers and contractors, whether permanent or temporary.
The company will strive to avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of experience, abilities and qualifications. Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability.

The selection process will be carried out consistently for all jobs at all levels. All applications will be processed in the same way. The staff responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application.

The company will provide training to managers* and others likely to be involved in recruitment or other decision making, where equal opportunities issues are likely to arise. Managers will be responsible for ensuring they actively promote equal opportunity within the department for which they are responsible.

All terms of employment, benefits, facilities and services will be reviewed from time to time in order to ensure there is no unlawful discrimination on any prohibited grounds.

The company is committed to equal pay in employment. In order to achieve this, the company will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

Part-time work is desirable for many people and can be of advantage to the company. It is our policy to create opportunities

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for part-time work or job share, where possible, and to ensure that our part-time employees receive fair treatment.

The company may, on occasion, make use of temporary or fixed-term staff. In these circumstances, any individual engaged on a fixed-term contract will be entitled to terms and conditions of employment that are no less favourable on a pro rata basis than the terms and conditions of a comparable established employee, unless there is an objective reason for offering different terms.

The company is committed to creating a work environment free of harassment and bullying, where everyone is treated with dignity and respect.

Some harassment is unlawful discrimination and serious harassment may be a criminal offence.

Bullying is offensive intimidating, malicious or insulting behaviour; an abuse or misuse of power, which is meant to undermine, humiliate or injure the person on the receiving end. Examples of bullying would include picking on someone or setting him or her up to fail or making threats or comments about someone's job security without good reason.

Harassment is unwanted conduct related to sex, race or ethnic or national origins, disability, sexual orientation, religion or belief, age or any other personal characteristic which:

- Has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or
- Is reasonably considered by that person to have the effect of violating his or her dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for him or her, even if the person responsible for the conduct did not intend this effect.

Examples of harassment would include: physical conduct ranging from unwelcome touching to serious assault, unwelcome sexual advances, demeaning comments about a person's appearance, unwelcome jokes or comments of a sexual, racial or any other nature, the use of obscene gestures, and the open display of pictures of objects with sexual or racial overtones, even if not directed at any particular person, eg, magazines, calendars or pin-ups. Please note this list is not exhaustive.

If you consider that you may have been unlawfully discriminated against, you may use the company's grievance procedure to make a complaint.

You can speak in confidence to the HR manager regarding any issue you may have in relation to equal opportunities, bullying or harassment.

This policy will be monitored periodically by the company to judge its effectiveness and will be updated in accordance with changes in legislation.

Signed:
Name, K. Baker
Role: Managing Director
Date: February 2026

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