

## Equal Opportunities & Diversity Policy

The company is committed to the policy of equal treatment of all employees and applicants, etc., and requires all employees, of whatever grade or authority, to abide by this general principle and the requirements of the Equality Act 2010 and Codes of Practice issued by the Equality and Human Rights Commission.

**The company will not tolerate direct or indirect discrimination on any of the following grounds:**

- By treating any individual on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, less favourably than others.
- By expecting an individual solely on the grounds stated above to comply with requirement(s) for others.
- By imposing on an individual, requirements which are in effect more onerous on that individual than they are on others (e.g. applying an unjustifiable condition which makes it more difficult for members of a particular race or sex to comply, than others not of that race or sex);
- By victimisation of an employee.
- By harassment of an employee.
- By any other act, or omission of an act, which has as its effect the disadvantaging of an employee or applicant against another, or others, purely on the above grounds.

The company commits itself to the immediate investigation of any claims of discrimination on the above grounds, and, where such is found to be the case, a requirement that the practice ceases forthwith, restitution of damage or loss (if necessary), and to the investigation of any employee accused of discrimination.

Any employee found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against company policy, any employee offending will be dealt with under the disciplinary procedure. Unless assurances of future non-discriminatory actions are forthcoming, an employee repeating any act of discrimination may be dismissed.

The company recognises the right of an employee to belong to, or not to belong to, a trade Union, and membership or non-membership of such union, will not be considered in any way during the career of the employee.

The company commits itself to the employment of disabled personnel whenever possible and will treat such employees in aspects of their recruitment and employment in exactly the same manner as other employees, the difficulties of their disablement permitting.

Assistance will be given wherever possible to ensure that disabled employees are helped in their journeys to and from their place of work, in access to their workplace, in gaining access to facilities on company premises, and in progressing in their career, subject only to the opportunity existing, the applicant's suitability, talent and wish for it. Appropriate training will be made available to such personnel who request it. We agree that Companies have a responsibility to their stakeholders, i.e. those groups and individuals they affect and society at large

We strongly believe in sustainability and constantly strive to lessen our impact on the environment through greener policies, sustainable and energy efficient designs and future proof technology.

We actively employ an ethnically, age, ability, and gender diverse workforce.

We also acknowledge our wider responsibilities to our community and endeavour to be a trusted corporate citizen. We both donate to charity and support our staff in their charitable endeavours.

We will always try to fulfil our responsibilities to the societies and communities where we are based as well as where we carry out our operations, consistent with all business objectives and legal obligations. Honesty, integrity, and respect for others are the cornerstones for how we, as a company, conduct business.

Signed:

A handwritten signature in black ink, appearing to be 'S. Worrell', with a long horizontal line extending to the right.

**Steven Worrell**  
**Managing Director**  
**07 January 2021**