

## Equal Opportunities and Diversity Policy

The Company recognises the benefits of bringing together a wide variety of backgrounds and experiences and is therefore passionately committed to developing a diverse workforce that is truly representative of all sections of society. This creates a richer pool of talent in which employees can develop rewarding careers, thereby benefiting not only the individuals but the company as well.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. All employment decisions, including recruitment and internal promotions, are based on merit, qualification, and abilities.

This policy is to provide equality and fairness, recognising and respecting individual strengths and differences, and to ensure that all employees and prospective employees are treated in the same way. The policy will direct and guide the way in which we conduct ourselves and perform our activities both within the organisation and with our external contacts as part of the company's commitment to corporate responsibility and our impact on the local community and environment.

The Company will ensure that managers and staff are aware of their rights and responsibilities in relation to diversity and encourage managers, employees and our external contacts to value and actively support diversity and ensure that the principle of diversity underpins our organisational values, as this policy relies on the support and understanding of all our employees.

The Company is an equal opportunity employer. We are committed to ensuring within the framework of the law that our workplaces are free from unlawful or unfair discrimination because of Protected Characteristics as defined by the Equality Act 2010. We have adopted this policy as a means of helping to achieve these aims.

The Protected Characteristics are:

- Age
- Disability
- Gender Reassignment
- Race
- Religion or Belief
- Sex

- Sexual Orientation
- Marriage and Civil Partnership
- Pregnancy and Maternity

We aim to ensure that our employees achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria.

What is discrimination?

**Direct discrimination** - when someone is treated less favourably than another person because of a Protected Characteristic.

**Associative discrimination or discrimination by association** - direct discrimination against someone because they associate with another person who possesses a Protected Characteristic.

**Discrimination by perception** - direct discrimination against someone because it is thought that they possess a particular Protected Characteristic even if they do not actually possess it.

**Indirect discrimination** - occurs where an individual's employment is subject to an unjustified provision criterion or practice which e.g., one's sex or race or nationality or age group finds more difficult to meet, although on the face of it the provision, criterion or practice is 'neutral'.

**Harassment** - unwanted conduct related to a relevant protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Employees may complain of such offensive behavior even if it is not directed towards them personally.

**Victimisation** - when an employee is treated less favorably because they have made or supported a complaint or raised a grievance under the Equality Act 2010 or are suspected of doing so.

Commitment

- We are committed to ensuring that all our employees and applicants for employment are protected from unlawful discrimination in employment.

- Recruitment and employment decisions will be made based on fair and objective criteria.
- Person and job specifications shall be limited to those requirements which are necessary for the effective performance of the job.
- Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary and relevant.
- All employees have a right to equality of opportunity and a duty to implement this policy. Discrimination is a serious disciplinary matter which will normally be treated as gross misconduct.



Jody Charles  
Group People Director

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