



Updated November 2025

POLICY STATEMENT

1. We recognise that discrimination and victimisation are unacceptable and it is the aim of the company to ensure that no individual receives less favourable facilities or treatment, either directly or indirectly, on the grounds of age; gender reassignment; being married or in a civil partnership; being pregnant or on maternity leave; disability; race including colour, nationality, ethnic or national origin; religion or belief; sex; or sexual orientation (the protected characteristics).
2. Our aim is that our Associates will be representative of all sections of society and each will feel respected.
3. We oppose all forms of unlawful and unfair discrimination or victimisation and, to that end, the purpose of this policy is to provide equality and fairness in all company practices.
4. All Associates will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All will be assisted and encouraged to develop their full potential.
5. Our Associates will not discriminate directly or indirectly, or harass customers or clients for any reason, especially those linked to the protected characteristics.
6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies. Specifically, this policy will seek to enshrine the provisions of the Equality Act, 2010.

OUR COMMITMENT

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued
- To provide a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- To make training, development and progression opportunities available to all Associates

- To promote fairness & equality
- To review all our employment practices and procedures as necessary
- To consider breaches of this policy as misconduct
- To monitor the policy and to carry out a review at least annually

RESPONSIBILITES OF MANAGEMENT

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Director, who will ensure that all appropriate parties operate within this policy and arrangements and that all reasonable and practical steps are taken to uphold equality. The Director will ensure that:

- All Associates are aware of the policy and the arrangements, as well as the reasons for the policy
- Grievances concerning discrimination are dealt with swiftly, properly and fairly
- Proper records are maintained.

RESPONSIBILITIES OF ASSOCIATES

Responsibility for ensuring that there is no unlawful discrimination extends to all Associates and the attitudes of staff are crucial to the successful operation of equality. In particular, all should:

- Comply with the policy and arrangements
- Not discriminate in their day to day activities or induce others to do so
- Not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics
- Ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic
- Inform the Director if they become aware of any discriminatory practice

RELATED POLICIES AND ARRANGEMENTS

All employment policies and arrangements have a bearing on equality of opportunity. The Company policies will be reviewed regularly and any discriminatory elements removed.

EQUALITY TRAINING

We will identify and make available training for all Associates on equality issues and such training will be repeated as necessary.

MONITORING

- A monitoring system will measure the effectiveness of this policy and arrangements, which may involve the collection and analysis of related information
- We will also carry out regular assessments to measure the extent to which our policies affect equalities for all groups
- Where appropriate equality impact assessments will be carried out on the results of monitoring to ascertain the effect of our policies
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose

REVIEW

The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of the Director.