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Document Title

Equality, Diversity and Inclusion policy

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1 Policy Statement

ALVANCE (including SIMEC and Jahama) is committed to promoting equality, valuing diversity, and creating an inclusive environment for all employees. We oppose all forms of unlawful and unfair discrimination and aim to provide equal opportunities to all.

2 Purpose

The policy's purpose is to:

- Provide equality, fairness, and respect for all in our employment, whether temporary, part-time, or full-time.
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation.
- Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

3 Legal Framework

This policy is underpinned by the following UK legislation:

- Equality Act 2010 – the key piece of legislation which consolidates previous anti-discrimination laws and protects individuals from unfair treatment based on protected characteristics
- Human Rights Act 1998
- Employment Rights Act 1996
- Rehabilitation of Offenders Act 1974
- Health and Safety at Work Act 1974 (with respect to creating a safe and inclusive work environment)

Refer to Anti Bullying and Harassment Policy LOC-POL-HR-033

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4 Commitment

The organisation commits to:

- **Equal Opportunity:** We ensure fair treatment in recruitment, pay, training, promotion, and all other aspects of employment.
- **Inclusive Environment:** We promote an inclusive culture where diversity is valued and respected.
- **Zero Tolerance:** We do not tolerate discrimination, harassment, bullying, or victimisation.
- **Reasonable Adjustments:** We accommodate needs related to disability and other protected characteristics wherever possible.
- The Company will take reasonable steps to prevent harassment, including sexual harassment, and will monitor workplace practices and behaviours to identify and address risks.

5 Responsibilities

- **Managers** are responsible for promoting Equality, Diversity and Inclusion in their teams.
- **All Employees** must treat colleagues and contractors with dignity and respect.
- **HR** are responsible for monitoring compliance and reviewing policy effectiveness.

6 Reporting and Complaints

The equality, diversity and inclusion policy is fully supported by senior management. Any breaches of this policy, including discriminatory behaviour or harassment, should be reported to HR. Complaints will be handled in line with our grievance procedure and may lead to disciplinary action.

Concerns relating to harassment or sexual harassment may also be raised through the Anti Bullying & Harassment Policy, Grievance Procedure or Whistleblowing Policy where appropriate.

7 Monitoring and Review

We regularly monitor and evaluate our practices to ensure they remain compliant with the law and effective. This policy will be reviewed every three years and updated as required.

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