

<h1>Company Policy</h1>					
POL Number:	07	Revision:	09	Owner:	HR Manager
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INCLUSION, DIVERSITY AND EQUAL OPPORTUNITIES POLICY

EQUAL OPPORTUNITIES AND DIGNITY AT WORK

The Company is an equal opportunity employer and is fully committed to treating all of its employees, job applicants and other third parties equally. The Company is committed to providing an inclusive and diverse environment for its employees. This policy applies to all employees within SpliceGroup Europe Ltd and is written in accordance with the Equality Act 2010.

This policy should be read in conjunction with the Company's Employee Handbook and Prevention of Sexual Harassment Policy.

The Company will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation, known as protected characteristics under the Equality Act 2010.

The Company will also take all reasonable steps to provide a working environment in which all employees are treated with respect and dignity and one that is free from harassment and bullying. All employees are responsible for conducting themselves in accordance with this policy.

The Company will not condone or tolerate any form of harassment, whether engaged in by employees or by outside third parties who do business with the Company, such as clients, customers, contractors and suppliers.

Employees have a duty to co-operate with the Company to make sure that this policy is effective in ensuring equal opportunities and in preventing discrimination, harassment or bullying. Action will be taken under the Company's disciplinary procedure against any employee who is found to have committed an act of improper conduct.

INCLUSION

Inclusion refers to the act of ensuring everyone feels valued and respected, regardless of their background, beliefs or abilities.

DIVERSITY

Diversity is about understanding that everyone is unique and recognizing, and including, each others individual differences.

EQUAL OPPORTUNITIES

Providing equal opportunities to our employees means ensuring everyone has access to the same opportunities and that no one is discriminated against on the grounds of a protected characteristic.

DIRECT DISCRIMINATION

Direct discrimination occurs when, because of one or more of the protected characteristics, an individual is treated less favorably than those without a protected characteristic.

INDIRECT DISCRIMINATION

Indirect discrimination is treatment that may be equal in the sense that it applies to all job applicants or employees but puts someone with a protected characteristic at an unjust disadvantage.

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The Company takes all reasonable steps to eliminate discrimination of any kind.

Other types of unfair treatment may include:

Bullying – an act of offensive, intimidating, malicious or insulting behaviour towards another individual.

Harassment – unwanted conduct relating to a 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 them.

Sexual Harassment – making unwelcome and inappropriate sexual remarks or physical advances

Victimisation – treating someone unfairly because they have complained about an act of discrimination or harassment or because they have helped someone who has been discriminated against.

Associative discrimination – discriminating against an individual based on their association with someone who has a protected characteristic.

Perceptive discrimination – discriminating against someone because there is a perception that the individual has a protected characteristic.

Failure to make reasonable adjustment – when consideration is not given to adjustments that could be made to assist someone with a protected characteristic.

The Company’s statement and procedure regarding sexual harassment can be found in our Prevention of Sexual Harassment policy.

RECRUITMENT, ADVERTISING, AND SELECTION

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 relevant experience, abilities and qualifications. The Company is committed to applying its inclusion, diversity and equal opportunities policy statement at all stages of the recruitment and selection process.

Advertisements will aim to positively encourage applications from all suitably qualified and experienced people. When advertising job vacancies, in order to attract applications from all sections of the community, the Company will, as far as reasonably practicable:

1. Ensure advertisements are not confined to those areas or publications, which would exclude or disproportionately reduce the numbers of applicants with a particular protected characteristic.
2. Avoid setting any unnecessary provisions or criteria, which would exclude a higher proportion of applicants with a particular protected characteristic.

Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees with a particular protected characteristic.

The selection process will be carried out consistently for all jobs at all levels. All applications will be processed in the same way. The employee responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application. Person specifications and job descriptions will be limited to those requirements that are necessary for the effective performance of the job. Wherever possible, all applicants will be interviewed by at least two interviewers and all questions asked of the applicants will relate to the requirements of the job. The selection of new employees will be based on the job requirements and the individual’s suitability and ability to do, or to train for, the job in question.

For any applicants with a physical or mental impairment, the Company will have regard to its duty to make reasonable adjustments to work provisions, criteria and practices or to physical features of work premises or to provide auxiliary aids or services in order to ensure that the individual is not placed at a disadvantage.

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If it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves unsociable hours or extensive travel), this will be discussed objectively, without detailed questions based on assumptions about any of the protected characteristics

TRAINING

Employees are required to undertake online training on equality, diversity and inclusion and bullying and harassment as part of their induction with the Company. Thereafter employees are required to complete this training every 2 years.

REPORTING CONCERNS

We know it can be hard to speak out if you believe you are the subject of, or have witnessed, inappropriate behaviour and conduct, but we encourage you to do so if you feel you are able to.

If you feel unable to do so, or having done so the behaviour has not improved, you should speak with your Line Manager or the HR Manager. You should provide them with details of the suspected discriminatory acts or practices or suspected cases of harassment or bullying and raise a grievance where appropriate through the company's grievance procedure.

Concerns will be investigated by an impartial manager and appropriate action taken where the company finds any act of wrongdoing.

You must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct in accordance with the Company's disciplinary procedure.

OUTCOMES

Serious breaches of this policy will be treated as potential gross misconduct and could render you liable to summary dismissal.

An act of sexual harassment is not limited to circumstances where the harassment relates to a protected characteristic. Furthermore, it may amount to a criminal matter and as such may be reportable to the police.

The Company will take appropriate action against any third parties who are found to have committed an act of improper or unlawful harassment against its employees.

This policy does not form part of your terms and conditions of employment and we may review, amend or withdraw this policy from time to time.