

DAVIES BELL ASSOCIATES LIMITED – EQUAL OPPORTUNITIES AND DIVERSITY POLICY

Introduction

Davies Bell Associates Ltd. (DBA Ltd) is determined to be an exemplar employer in relation to equality and diversity.

In aspiring to be an exemplary employer we will:

- Take positive steps to ensure that the profile of our workforce reflects London's diversity;
- Promote fairness and respect at work;
- Provide learning and development opportunities for our workforce in order to develop all our people throughout their employment;
- Value and exceed existing legislation and codes of practice in the formulation and implementation of our policies and procedures;
- Encourage a culture in which diversity is valued and utilised;
- Develop monitoring systems to review and implement the best possible practice.

EQUAL OPPORTUNITIES POLICY

Scope and aims

This policy aims to promote fair and just working conditions and positive attitudes at work and also to comply with legal obligations. The policy applies to job applicants, employees of DBA LTD, temporary agency workers and consultants (including sub-consultants).

DBA Ltd reserves the right to take action against people outside the Company who discriminate, harass, or victimise Company employees while carrying out their duties.

This Policy covers equal treatment, discrimination and harassment in respect of sex/gender, race, colour, ethnic or national origin, marital status, disability, religion and similar philosophical beliefs, sexual orientation, age, and membership or non-membership of trade unions.

Harassment under this policy is defined as follows:

Harassment is subjecting a person to unwanted comments, looks, actions, suggestions, or physical contact that are objectionable and offensive. It can be a single or repeated act. It also includes behaviour that is so obviously gross, or discriminatory, that it does not need a request to stop.

Harassment is potentially gross misconduct and after investigation, liable to summary dismissal.

The policy applies to job applicants, employees of the DBA Ltd and temporary agency workers and consultants.

DBA Ltd COMMITMENT

DBA Ltd is committed to non-discriminatory treatment of all employees, job applicants, clients, partners, and customers. This includes recruitment, selection, personal development, promotion, and other terms and conditions.

DBA Ltd will not seek to impose any conditions or requirements that cannot be justified due to nature of the employment or business.

DBA Ltd will act promptly and firmly on reports of discrimination or harassment. It recognises the difficulty in reporting this and will deal with direct or indirect reports sensitively, discreetly and in a supportive manner.

When discrimination is discovered in procedures, policies, or organisation matters, DBA Ltd will take action to remedy the matter immediately.

Employee commitment

All employees should promote and support this Policy within DBA Ltd, and outside when representing DBA Ltd with customers, clients, and partners. Employees are expected to eliminate potential and actual discrimination, harassment, and discriminatory attitudes from their own conduct. They should respect all other employees and be aware that behaviour that they accept may not be acceptable to others.

Employees have a responsibility to report discrimination or harassment against themselves or others. False allegations will be treated as serious misconduct.

This policy will be reviewed by DBA Ltd Directors on an annual basis.