

Equal Opportunities Policy for Univesco Ltd

1. Introduction

Univesco Ltd is committed to promoting equality, diversity, and inclusion in all aspects of its business. This policy outlines our commitment to ensuring that all employees, job applicants, customers, and stakeholders are treated fairly and without discrimination.

2. Purpose

The purpose of this policy is to:

- Promote equality of opportunity for all employees and job applicants.
- Create an inclusive environment where all individuals are treated with respect and dignity.
- Eliminate unlawful discrimination, harassment, and victimisation.

3. Scope

This policy applies to all employees, job applicants, customers, contractors, and stakeholders of Univesco Ltd.

4. Policy Statement

Univesco Ltd is committed to:

- Providing equal opportunities in employment and advancement for all individuals regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
- Ensuring that employment practices, including recruitment, promotion, training, and development, are free from discrimination.
- Creating a working environment that respects and values the diversity of employees and promotes inclusion.

5. Legal Framework

This policy is in line with the following legislation:

- Equality Act 2010
- Employment Rights Act 1996
- Human Rights Act 1998

6. Responsibilities

- Senior Management: Ensure compliance with the policy and promote a culture of equality and inclusion.
- HR Department: Implement and monitor the policy, provide training, and address any concerns or breaches of the policy.
- Managers and Supervisors: Ensure that their teams understand and comply with the policy, address any issues of discrimination, and promote an inclusive environment.
- Employees: Comply with the policy, respect the diversity of colleagues and customers, and report any instances of discrimination or harassment.

7. Recruitment and Selection

- Ensure job advertisements and descriptions are non-discriminatory.
- Use a fair and transparent selection process based on merit and the requirements of the job.

- Provide reasonable adjustments for applicants with disabilities.

8. Training and Development

- Provide equal access to training and development opportunities.
- Ensure that training programs promote awareness and understanding of equality, diversity, and inclusion.

9. Promotion and Career Development

- Ensure promotion opportunities are based on merit, skills, and experience.
- Provide support and development opportunities to help employees achieve their career goals.

10. Bullying and Harassment

- Univesco Ltd has a zero-tolerance policy towards bullying and harassment.
- Any allegations of bullying or harassment will be taken seriously and investigated promptly.
- Support will be provided to individuals who experience bullying or harassment.

11. Monitoring and Review

- Regularly review and monitor employment practices to ensure compliance with this policy.
- Collect and analyze data on the diversity of the workforce to identify areas for improvement.
- Review the policy annually and update it as necessary to reflect changes in legislation and best practices.

12. Complaints Procedure

- Employees who believe they have been subjected to discrimination, harassment, or victimisation should raise their concerns through the company's grievance procedure.
- All complaints will be treated seriously, investigated promptly, and handled confidentially.

13. Communication

- The policy will be communicated to all employees and included in the employee handbook.
- Regular training sessions will be held to ensure all employees understand and adhere to the policy.

14. Conclusion

Univesco Ltd is committed to fostering a culture of equality, diversity, and inclusion. By adhering to this policy, we aim to create a positive and respectful working environment for all employees, customers, and stakeholders.

Policy Approved by: Rishi Harani CEO Univesco Ltd

Date: 26 June 2024

For further information or questions about this policy, please contact the HR department at Univesco Ltd.