

Equality, Diversity, and Inclusion Policy

We believe that embracing equality, diversity, and inclusion (EDI) is fundamental to fostering a positive and thriving work environment. We are committed to providing equal opportunities for our employees, regardless of their race, color, ethnicity, national origin, gender, age, disability, sexual orientation, religion, or any other protected characteristic. This policy outlines our commitment to promoting EDI and creating a workplace that values and respects the diverse backgrounds and experiences of our employees.

Our Equality, Diversity, and Inclusion Policy aims to:

- a. Ensure fairness, respect, and equal opportunities for all employees.
- b. Foster an inclusive and welcoming work environment that values diversity.
- c. Eliminate discrimination, harassment, and unfair treatment.
- d. Encourage and celebrate diverse perspectives, ideas, and experiences.
- e. Comply with all relevant laws, regulations, and guidelines pertaining to EDI.

Our Management team are responsible for:

- a. Demonstrating leadership and commitment to EDI principles.
- b. Promoting a culture of inclusivity and respect across the organization.
- c. Implementing policies and practices that promote equality and diversity.
- d. Ensuring effective implementation of this policy.

Our Employees are responsible for ensuring that they:

- a. Treat colleagues, clients, and partners with respect and dignity.
- b. Contribute to creating an inclusive and welcoming work environment.
- c. Report any incidents of discrimination, harassment, or unfair treatment.
- d. Participate in EDI training and awareness programs.

We will ensure all job vacancies are advertised widely to attract diverse candidates and base recruitment decisions solely on merit, skills, qualifications, and experience. We will implement measures to mitigate unconscious bias during the recruitment process and provide reasonable accommodations to candidates with disabilities, as required by law.

We will ensure that employees are paid equally for work of equal value, regardless of their protected characteristics. We will regularly review and monitor pay structures to address any potential disparities and provide a comprehensive and inclusive benefits package for all employees.

We recognise the importance and value of training and development and will offer training on EDI to all employees, including management. We will also promote awareness of unconscious bias and its impact on decision-making. We will offer learning and development opportunities that are accessible to all employees and actively support career progression based on skills, abilities, and potential.

We will maintain a zero-tolerance approach to harassment, bullying, and discrimination and investigate all reported incidents promptly, impartially, and confidentially. We will take appropriate disciplinary action against perpetrators of harassment or discrimination and provide support and protection to individuals who report incidents.

We promote the development of flexible working and work-life balance by promoting flexible working arrangements to accommodate diverse needs, considering requests for flexible working, subject to business requirements and encouraging a healthy work-life balance and respect personal commitments.

We seek to promote an inclusive culture and communication, fostering an inclusive and collaborative work environment that values diversity, encouraging open and respectful communication at all levels of the organization, promoting diversity in decision-making processes and representation in leadership roles and celebrating cultural, religious, and other diversity-related events.

We will regularly monitor and review the effectiveness of this policy and take appropriate action to address any identified disparities or issues.

By implementing this Equality, Diversity, and Inclusion Policy, Elliem Ltd strives to create an inclusive workplace where everyone feels valued, respected, and able to reach their full potential. Together, we can build a diverse and empowered team that drives our success and makes a positive impact on society.

Jennie Clark
Managing Director
Last reviewed and issued June 2023