

# Equal Opportunities Policy

We are committed to encouraging equality, diversity and inclusion in our workplace. Discrimination in any form is unacceptable - and in most cases unlawful. Our Equal Opportunities Policy ensures that everyone we interact with - colleagues, contractors, consultants, customers, suppliers, job applicants, agents, and anyone else associated with the company - are treated fairly, with dignity and respect, and without favour or prejudice. We are a diverse and inclusive business, and work to support and encourage people to achieve their potential within the company.

As a Company we won't discriminate based on age, gender, orientation, race, colour, nationality, ethnic origin, religion or philosophical belief, disability, or neurodiversity. Marital or civil partner status, pregnancy, maternity and paternity are also part of our "Protected Characteristics", as are whether an individual holds full-time, fixed-term or part-time status. Similarly, we won't condone or tolerate any unlawful discrimination or harassment from others we interact or have dealings with. This is a stance we believe should be held by all.

This commitment applies across the Company, in every aspect of our business. That means from the initial recruitment and selection, through employment, training, development and promotion; it covers remuneration, benefits, terms and conditions of work; and it also applies to other employment matters including any selection for redundancy and/or dismissal. In every instance we make decisions and take actions solely based on merit or ability, and every member of staff has a duty to observe and apply the policy at all times. We are all responsible for its implementation. Any breach in this policy is a matter for disciplinary action which may lead to dismissal.

Everyone working for the Company is required to:

- Ensure that they treat everyone (including colleagues and customers) fairly and without bias;
- Focus on what people can do rather than on what they cannot;
- Recognise, accept and value people's differences and ability;
- Avoid stereotyping and generalisations about people or groups of people;
- Listen and respect everyone's views regardless of their background, gender or experience;
- Draw attention to any discriminatory acts or practices; and
- Carry out duties at all times with due regard to the Equal Opportunities Policy.

## RECRUITMENT AND PROMOTION

A diverse workforce is a productive workforce, so to make sure that we reach the widest cross-section of the community and hire the best talent available, all vacancies will be advertised through appropriate agencies, or independent media, as well as being advertised internally, whenever relevant. No job seeker or employee will receive less favourable treatment in their application because of one or more of the Protected Characteristics.

Our application form will be as simple and straight forward as possible, and we won't ask for unnecessary information. Questions asked at interview stage will be related to the requirements of the job - there's no need for irrelevant qualifications. We want the best person for the job so applicants will be short listed/selected solely based on capability.

## DISCRIMINATION

Discrimination comes in two forms:

- Direct discrimination: where someone is treated less favourably because of one or more of the Protected Characteristics; and
- Indirect discrimination: occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same Protected Characteristic at a particular disadvantage. Such a requirement will need to be objectively justified.

Linked to these are two other prohibited forms of activity - victimisation and harassment:

- Victimisation: where someone is treated less favourably because they have made, they're about to bring, or support a discrimination claim against the Company or any of its employees; and
- Harassment: unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them, particularly when related to any of the Protected Characteristics

Further details on this are provided in the Employee Handbook provided to every employee, including the Grievance Procedure and signposting channels available for complaints and action, which in the first instance we encourage reporting to HR and/or a senior manager.

Each and every employee has an obligation to make a positive contribution towards creating an environment of equal opportunity throughout the business; and every complaint will be taken seriously, in line with our documented Disciplinary Procedures.

## DISABILITY DISCRIMINATION

Disability discrimination legislation, broadly speaking, defines a "disability" as long term physical disability or neurological impairment which has a substantial and long-term adverse effect on an individual's ability to carry out normal day-to-day activities. The law prohibits direct disability discrimination, indirect disability discrimination (unless objectively justified), discrimination arising from disability (unless objectively justified), and disability harassment & victimisation in the workplace. It also puts employers under a duty to make reasonable adjustments for disabled staff and job applicants who are placed at a substantial disadvantage because of their disabilities compared with staff/job applicants who are not disabled.

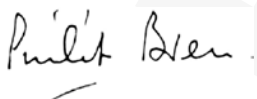
We have clear obligations to ensure that people with disabilities are afforded equal opportunities as applicable in relation to the Company and always aim to comply with the relevant requirements of the Equality Act 2010. Our policy and procedures concerning the employment of disabled people are reviewed regularly.

When employees become disabled in the course of their employment, reasonable steps will be taken to accommodate their disability, for example by making reasonable adjustments to their role or requirements, so they can remain in employment with us wherever possible. Our policy and procedures concerning the employment of disabled people is reviewed regularly.

We encourage all employees and applicants who have an existing disability or become disabled to tell us about their condition so that we can provide appropriate support. In order to understand how best we can do this, we may ask to consult with medical adviser(s) about possible adjustments - we'll try to accommodate your needs within reason. Should a particular adjustment be considered unreasonable we'll explain our reasons and try to find an alternative solution where possible.

The aim is to remove barriers, physical and otherwise, for disabled staff, job applicants, and service users. We'll monitor the physical features of our premises, and how we operate as a business, to do our best to ensure those with disabilities are not at a substantial disadvantage compared to other staff.

Signed for and on behalf of Eland Cables



Philip Brown, CEO

01/05/2024