

## Equality, Inclusion and Diversity Policy

This policy covers the company approach to Equality, Inclusion and Diversity

**INCIGHT Ltd** (we, our, us) recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination.

We will seek to promote the principles of equality, inclusion and diversity in all dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

We recognize that failure to do so may cause serious damage to the reputation and standing of INCIGHT Ltd .

### **Scope**

All INCIGHT Ltd employees and others acting on our behalf must comply with this Policy when undertaking their duties or when representing the Company in any other guise.

### **Unlawful discrimination**

Unlawful discrimination of any kind in the working environment will not be tolerated and we will take all necessary action to prevent its occurrence.

Specifically, we aim to ensure that no employee or job applicant is subject to unlawful discrimination, either directly or indirectly, on the grounds of gender, gender reassignment, race (including colour, nationality, caste and ethnic origin), disability, sexual orientation, marital status, part-time status, pregnancy or maternity, age, religion or belief, political belief or affiliation or trade union membership.

This commitment applies to all aspects of employment, including:

- recruitment and selection (including advertisements, job descriptions, interview and selection procedures)
- training
- promotion and career-development opportunities
- terms and conditions of employment, and access to employment benefits and facilities
- grievance handling and disciplinary procedures
- selection for redundancy

### **Career development**

Certain positive measures may be taken to encourage under-represented groups to apply for employment opportunities, however, recruitment or promotion to all jobs will be based solely on merit.

All employees will have equal access to training and other career-development opportunities appropriate to their experience and abilities.

As stated above, we will take appropriate positive action measures (as permitted by equal opportunities legislation) to provide specialist training and support for groups that are under-represented in the workforce and encourage them to take up training and career-development opportunities.

### **Complaints of discrimination**

We will treat seriously all complaints of discrimination made by employees, clients, customers, suppliers, contractors or other third parties and will act where appropriate. If you believe that you have been discriminated against, you are encouraged to raise the matter as soon as possible with us by contacting [office@incight.eu](mailto:office@incight.eu)

Allegations regarding potential breaches of this policy will be treated in confidence and investigated thoroughly.

### **Equal Opportunities Monitoring**

The Company may carry out monitoring for the purposes of measuring the effectiveness of its equal opportunities and diversity policy.

We will review all policies and implement necessary changes where these could improve equality of opportunity

### **Mike Bladon**

Managing Director, INCIGHT Ltd