



Equal Opportunities Policy

Llaborate Ltd is committed to identifying and eliminating discriminatory practices, procedures and attitudes throughout the organisation. Llaborate Ltd believes that all employees are entitled to be treated with dignity and respect while at work and also when representing the business in any capacity outside of work. Llaborate Ltd expects employees to support this commitment and to assist in all possible ways.

The aim of this policy is to prevent discrimination, provide guidance to resolve any problem should it occur prevent recurrence.

Preventing Discrimination in Employment

Llaborate Ltd endeavours to ensure that no employee or job applicant is discriminated against, either directly or indirectly, on the grounds of gender, race, nationality, ethnic origin, marital status, sexual orientation, religion, religious belief or disability. This commitment applies to all the aspects of employment outlined below.

- Recruitment and selection, including advertisements, jobs descriptions, interview and selection procedures.
- Training.
- Promotion and career development opportunities.
- Terms and conditions of employment, and access to employment related benefits and facilities.
- Grievance handling and the application of disciplinary procedures.
- Selection for redundancy.

Preventing Discrimination in Employment

All employees will be informed of the Llaborate Ltd expected standards of conduct in respect of equality of opportunity at the induction stage of employment. This will outline the need for equality in the workplace, the impact that discrimination may have on fellow employees and what the consequences of derogatory conduct or remarks may include. Where necessary, Llaborate Ltd will take additional steps to ensure that is an appropriate awareness amongst employees of the effects of discriminatory behaviour.



Harassment

Harassment is unwanted conduct of a sexual, racial, and religious or disability nature directed towards an employee by a fellow employ (or group of employees) which is regarded as unwelcome and offensive by the recipient.

Harassment may include:

- Unwanted physical contact, ranging from touching to serious assault.
- Unwelcome sexual advances, propositions, suggestions or pressure to participate in social activities outside work where it has been made clear that this is not welcome.
- Suggestions that sexual favours may further an employee's career, or that refusal may hinder it.
- Conduct which is intimidating, such as physical, verbal and non-verbal abuse. This includes display of sexually explicit or racially offensive material, the use of sexually explicit or racially offensive humour, and comments of a discriminatory nature, whether directed specifically at any particular individual or not.
- It is the impact of this behaviour which is relevant, not the motive intended aim.

Employees' Responsibilities

All employees have the right to work in an environment which is free from any form of harassment. All employees have the a responsibility to ensure a working environment in which the dignity of employees is respected; employees must offence their behaviour to colleagues, clients or customers does not cause offence and could not in any be considered to be harassment. Llaborate Ltd fully recognises employees' right to complain about harassment should it occur and recommends the following procedure:

Informal Complaint

Where an employee does not view the harassment as serious or where it is not repeated and the employee simply wants the behaviour to stop, they should approach the alleged harasser directly, making it clear to the person (s) harassing them that the behaviour is offensive, is not welcome and that it should be stopped. Where the employee finds this difficult or embarrassing, they may request a member of the management team to approach the alleged harasser informally on your behalf.

Formal Complaint

The formal complaints procedure is appropriate if the employee views any harassment to which they have been subjected as serious, if they prefer this method or if the harassment continues after the informal procedure has been used. All formal complaints will be dealt with seriously, promptly and confidentially under the Company Grievance Procedure.

Formal complaints should be made in accordance with the Company's Grievance Procedure. An investigation will be conducted to clarify and formally record the nature of the complaint and the events surrounding the complaint, and will include meeting with anyone who can assist with the investigation. During this time, every effort will be made to distance the associated parties from each other.



If an Employee is Accused of Discrimination or Harassment

If an employee is accused of acting in a discriminatory manner toward a fellow employee or a job applicant, or if they are accused of harassment, they will be given a proper opportunity to rebut the allegation as part of the investigation, and provide an explanation of their actions.

If it is concluded that there was no discrimination or harassments, this will be the end of the matter. If it is concluded that a false claim has been maliciously made against the employee, the person or persons responsible may be subject to disciplinary action.

If it is concluded that have acted in a discriminatory manner, or have harassed another employee, their manager will consider what action to take will consider what action or take. This may range from counselling to formal disciplinary action, including dismissal in serious cases.

Management Responsibilities

Management are the guardians of equality of opportunity within their areas of responsibility. Equal opportunities are part of the larger management responsibility of ensuring that employment environment provides employees with motivation to do a good job. This will be impossible to achieve if individuals feel that they are being treated unfairly.

Where problems or complaints arise, managers must take these seriously and make sure they are fully investigated and that any necessary follow-up action is taken. This may include initiating disciplinary action against employees who have committed acts of discrimination or harassment.

Monitoring

Finally, remember that equality of opportunity is about good and effective employment practice, and about creating an environment in which everybody can be assured that his or her contribution is valued. The Company will tolerate harassment of any kind in the working environment and will take positive action to prevent its occurrence.

Equal Opportunities practice is developing constantly as social attitudes and legislation change. LLaborate Ltd will monitor the effectiveness of its policies and will implement changes where these could improve equality of opportunity. This commitment applies to all Company's employment policies and procedures, not just those specifically connected with equal opportunity.

