

EQUALITY, DIVERSITY & INCLUSION POLICY

Cognisco is committed to encouraging equality, diversity, and inclusion among its workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society, and for each employee to feel respected and able to give their best.

The organisation in providing its services, is also committed against unlawful discrimination of customers or the public.

This policy's purpose is to:

1. Provide equality, fairness, and respect for all in our employment, whether full-time, part-time or contractor.
2. Not to discriminate unlawfully (Equality Act 2010) due to:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation
3. Oppose and avoid all forms of unlawful discrimination. This includes in:
 - pay and benefits
 - terms and conditions of employment
 - dealing with grievances and discipline
 - dismissal
 - redundancy
 - leave for parents
 - requests for flexible working
 - selection for employment, promotion, training or other developmental opportunities

Our commitments

Cognisco commits to:

1. Encouraging equality, diversity, and inclusion in the workplace as they are good practice and make business sense.
2. Creating a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under this equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

The Company will not tolerate bullying, harassment, victimisation or unlawful discrimination of any kind. All allegations or complaints will be investigated as described in the **Dignity at Work Policy** and **Grievance Procedure Policy**. If appropriate, disciplinary action will be taken as described in the **Disciplinary Procedure Policy**.

Details of the organisation's grievance and disciplinary policies and procedures can also be found in the **Cognisco Employee Handbook**.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
7. Monitoring how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Signed by: *A Ellis* Date: 22/02/2024

On behalf of Cognisco Limited