Equality and Diversity Policy

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Release Date:	15.9.2026	Approved By:	Adrian Spalatu
Review Due:	15.9.2027	Signature:	
Reference Standards:	ISO 9001:2015 - Quality Management System		

Policy Statement

Evikom Ltd is committed to encouraging equality and diversity for all current and perspective employees and eliminating unlawful discrimination in accordance with the Equality Act 2010 and the Equal Status Act 2000. Evikom Ltd celebrates and values the diversity of all employees, clients and stakeholders and is committed to equality of opportunity for all.

This policy's purpose is to:

- Provide equality, fairness and respect for all.
- To commit to providing equality to all people irrespective of gender, civils status, having or not having dependants, being pregnant or on maternity leave, religious belief, political opinion, race (including colour, nationality and ethic or national origin), membership of travelling community, disability ((including physical, intellectual, learning, cognitive, emotional or medical conditions), sexual orientation, age.
- This policy is intended to continuously adapt to new developments and legislations and to reflect our growing understanding of existing and emerging issues.
- Commit to eliminating discrimination, harassment and victimisation, advancing equality of opportunity between people who share a protected characteristic and those who do not and fostering good relations between all who work or learn at Evikom Ltd or use its services.

Scope

This policy applies to all employees and potential employees, including job applicants, agency workers, contractors, graduates and students, apprentices, former employees and stakeholders. Behaviour outside working time and outside Company premises may also fall within the scope of this policy. Breaches of this policy will be taken seriously and may lead to disciplinary proceedings.

Policy Objectives

The aim is for our workforce to be truly representative of all sections of society. We wish all employees, contractors and for all stakeholders to feel respected and able to give their best. In particular, Evikom Ltd strives to:

- Encourage equality and diversity in the workplace.
- Encourage the participation of employees of all abilities.
- Provide a safe and welcoming physical and learning environment.
- Develop our environment to improve and widen our cultural disposition.
- Offer support to meet and inspire employee needs.
- Ensure its recruitment processes are fair and transparent.
- Ensure that the Company is an environment that is free from discrimination, bullying or harassment and victimisation.

Evikom's Commitment

This policy demonstrates how Evikom Ltd will meet its commitment to equality of opportunity. In doing so it has 3 key functions:

I. Analysis of local, regional and national demographics (current trends and predictions).
II. Monitoring and action planning to identify issues and ensure that any negative impacts are eliminated or minimised where possible.
III. Encourage through positive actions and initiatives that will promote the full engagement of underrepresented groups.

Performance and Monitoring

Evikom Ltd will monitor the effectiveness of the Equality and Diversity Policy through the following policies and guidelines, but not limited to:

- Employee Handbook – Grievance section
- Anti-Slavery and Human Trafficking Policy
- Corporate Social Responsibility Policy
- Induction Policy
- Recruitment Process

Evikom Ltd will consider equality and diversity issues in all aspects of its business and ensure that all policies and procedures are developed to positively support and develop equality and diversity.

Responsibilities

Everyone has a responsibility to give full and active support, ensuring:

- The policy is understood and implemented.
- Their behaviour always takes into account the uniqueness of others.
- Everyone is treated with respect, courtesy and dignity.
- Behaviour not in accordance with the policy is challenged and acted upon.

The Managing Director is responsible for:

- The implementation and monitoring of this policy.
- Ensuring that other organisations working within our business, work according to the requirements of The Equality Act 2010.
- Ensuring that our employment policies, procedures and practices are implemented in accordance with the Company's Equality and Diversity Policy.

The Directors have a responsibility for:

- Promoting equality, diversity and inclusion.
- Ensuring the business meets all its duties under the legislation and that effective policies and procedures are established and effectively monitored.
- Ensuring that equality and diversity is a standard item at Director Meetings.
- Reviewing the strategy, implementation plan and the progress that has been made to implement the business aims on equality, diversity and inclusion.

All employees of Evikom Ltd are responsible for:

- Operating within this policy at all times.
- Advancing equality of opportunity and fostering good relations.
- Challenging inappropriate language and behaviours.
- Completing mandatory equality and diversity training.

Complaints

Any employee or applicants for employment who believe they have experienced or observed discrimination should seek advice and support from the Human Resources Department. Any member of staff may raise their concerns through the Grievance process outlined within the Employee Handbook.

Review

This Policy shall be read in conjunction with the IMS Manual[1] and Employee Handbook[2]. Periodic reviews of the policy shall be conducted to ensure its effectiveness and relevance.

The Managing Director is responsible for the implementation of this policy within their areas of control.

Related Documents

The documents below relate to this policy and its requirements.

Reference	Title / Description	Document Location
1	PROCED30 IMS Manual	Company Drive
2	PROCED1 Employee Handbook	Company Drive

Version Control

Policy documents shall be reviewed by the author every 12 months.

Version	Release Date	Details of Change(s)	Author	Reviewed By
1.0	15.9.2026	Review and approval for issue	Adele Morrough	Adrian Spalatu
0.1	10.9.2026	Initial draft	Adele Morrough	Evikom