

# EQUALITY, DIVERSITY AND INCLUSION POLICY

QRS is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

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

QRS is also committed against unlawful discrimination of participants or the public.

The policy's purpose is to:

- Provide equality, fairness and respect for all in our employment, whether casual, part-time or full-time.
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation.

QRS commits to:

- Encourage equality, diversity and inclusion in the workplace.
- Create 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 everyone are recognised and valued.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by all workers, clients, suppliers, visitors, the public and any others in the course of the company's work activities.
- Such acts will be dealt with as misconduct under the organisation's disciplinary procedures and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct.
- Sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.
- Make opportunities for training, development and progress available to all staff where appropriate, who will be helped and encouraged to develop their full potential.
- Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

- 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.
- Monitoring will also include assessing 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.

The equality, diversity and inclusion policy is fully supported by senior management. The Board of Directors feel that it's important that all staff have a choice of if / how they wish to be referred to in the third person. Everyone with access to emails is given the choice to state the pronouns they would like to use after their name.

*These policies supplement your terms of employment but are not of contractual effect. Their purpose is to explain the Company's current policies and procedures but they may be subject to change without notice if changes are considered appropriate by the Company or if there are changes in relevant legislation.*