



## **SOLUTIONS2**

# **EQUALITY, DIVERSITY AND INCLUSION POLICY**

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**Reviewed**

October 2025

## 1.0 – General Policy Statement

Solutions2 Ltd is committed to promoting and fostering a work environment that is inclusive, diverse, and free from discrimination. We believe that every employee and individual should be treated with respect, dignity, and fairness. We define equality, diversity, and inclusion as the acceptance and celebration of differences among individuals in terms of age, gender, race, ethnicity, religion, sexual orientation, disability, marriage and civil partnership, pregnancy and maternity, and any other characteristics that make us unique. This policy sets out our approach to promoting equality, diversity, and inclusion in our workplace.

1. We believe that all individuals have the right to be treated with fairness and respect. We are committed to creating a workplace culture that values diversity, promotes respect, and fosters an inclusive work environment.
2. We are committed to recruiting, hiring, and promoting individuals based on their skills, qualifications, and experience, regardless of their age, gender, race, ethnicity, religion, sexual orientation, disability, marriage and civil partnership, pregnancy and maternity, or any other characteristic.
3. We provide training and development opportunities to our employees to ensure that they are aware of and understand the importance of diversity, equality and inclusion in our workplace. We also provide training on unconscious bias and how to identify and address discrimination.
4. We ensure that our workplace policies and practices promote equality, diversity, and inclusion. We provide reasonable accommodations to employees with disabilities and ensure that all employees are treated fairly and equitably.
5. We are committed to transparency and will report on our progress in promoting equality, diversity, and inclusion within our workplace. We encourage our employees and stakeholders to report any concerns about discrimination or harassment in our workplace. We will investigate all reports and take appropriate action to address any concerns.
6. We are committed to continuously improving our policies and practices to ensure that we meet our commitment to promoting equality, diversity, and inclusion in our workplace. To that end we will be engaging with the GCS Social Sustainability Tracker and undertaking awareness training covering Diversity, Equality and Inclusion during 2024/25.

We believe that by adhering to this policy, we can create a work environment that is inclusive, diverse, and free from discrimination. We are committed to complying with and subject to the duties under the Equality Act 2010,

and all other relevant laws and regulations, and to continuously improving our policies and practices to ensure we meet this commitment.

The rights and obligations set out in this policy apply equally to all employees, whether temporary, part time or full time, volunteers or interns, and also to associated persons such as agents, contractors, external consultants, third-party representatives, business partners, academic partners and others employed under a contract of service.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

Signed:

A handwritten signature in black ink, appearing to read 'Marija Erzen', with a stylized flourish at the end.

Marija Erzen

**Director**

Date:

3 November 2025

## **2.0 – Responsibility for this Policy**

- 2.1** Director Marija Erzen has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.
- 2.2** Marija Erzen has primary and day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any queries about it, and auditing internal control systems and procedures to ensure they are effective in countering discrimination.
- 2.3** Management at all levels are responsible for ensuring those reporting to them understand and comply with this policy and are provided with adequate and regular communications on it and the importance of equality, diversity, and inclusion in the workplace.
- 2.4** You are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries are encouraged and should be addressed to the person responsible for this policy.
- 2.5** This policy will be subject to annual reviews overseen by the Marija Erzen.

## **3.0 – Compliance with this Policy**

- 3.1** All employees, whether temporary, part time or full time, volunteers or interns, and all associated persons such as agents, contractors, external consultants, third-party representatives, business partners, academic partners and others employed under a contract of service, must ensure that you read, understand and comply with this policy, regardless of their own background and circumstances. As an employee, you have a personal responsibility for the application of this policy.
- 3.2** No form of discrimination, intimidation, bullying or harassment will be tolerated. If you believe that you may have suffered discrimination because of any of the differences listed in the General Policy Statement, you should consider the appropriateness and feasibility of attempted resolution by discussion in the first instance with your manager or another colleague in a relevant position of seniority. Alternatively you may decide to raise the matter formally through our Harassment Policy or Grievance Policy.

## **4.0 – Communication and Awareness of this Policy**

- 4.1** Raising awareness and training on this policy on the importance of equality, diversity and inclusion in the workplace, forms part of the induction process for all individuals who work for

us, and regular training will be provided as necessary.

- 4.2** Our zero-tolerance approach to discrimination must be communicated to those with particular relevance such as directors, line managers and other employees concerned with recruitment, training and promotion procedures and employment decisions which affect others.

## **5.0 – Breaches of this Policy**

- 5.1** Any employee who breaches this policy will face disciplinary action, and may also be personally liable for any acts of discrimination prohibited by this policy that they commit, meaning that they can be sued by the victim.

## APPENDICES - TYPES OF DISCRIMINATION

Discrimination refers to the unjust or unfair treatment of individuals or groups based on certain characteristics or attributes that make them different to others. There are various types of discrimination prohibited by this policy. The main types are:

### A1 – Direct Discrimination

This occurs when someone is treated unfairly or differently because of a protected characteristic set out in this policy. For instance, if an employer pays an employee less than their peers who perform the same job but belong to a different race, gender or nationality. Other types of direct discrimination are:

- **Associative discrimination** – This occurs when someone is treated unfairly because of their association with someone who has a protected characteristic. For example, an employee is discriminated against because they have a disabled child.
- **Perceptive discrimination** – This occurs when someone is treated unfairly because someone perceives them to have a particular protected characteristic, even if they do not. For example, an employee is discriminated against because their co-worker thinks the individual is gay.

### A2 – Indirect Discrimination

This occurs when a policy or practice appears neutral on the surface but had a disproportionate impact on a particular group of people with a protected characteristic. This is discrimination even though there was no intention to discriminate. For example, a requirement for UK based qualifications could disadvantage applicants who have obtained their qualifications outside of the UK; this could amount to indirect discrimination on the grounds of race.

### A3 – Harassment

This includes any unwanted behaviour or conduct that creates a hostile or offensive working environment for an individual. This can be based on any protected characteristic set out in this policy, including sexual harassment.

### A4 – Victimisation

This occurs when someone is treated unfairly or poorly because they have made a complaint or raised a concern about discrimination or harassment.