

EQUALITY, DIVERSITY, AND INCLUSION POLICY

NOVEMBER 2022

Introduction

Infoshare is committed to encouraging equality, diversity, and inclusion among our workforce, and eliminating unlawful discrimination. We strive to be representative of all sections of society, and to create a safe and supportive working environment that ensures employees feel respected and able to give their best.

Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness, and respect for all in our employment, whether temporary, part-time, full-time, or on a sub-contracting basis.
2. Ensure commitment to the Equality Act 2010 and not unlawfully discriminate based on the protected characteristics of:
 - Age
 - Disability
 - Sex
 - Sexual orientation
 - Race
 - Religion or belief
 - Gender reassignment
 - Marriage or civil partnership
 - Pregnancy and maternity
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

Infoshare commits to:

1. Encourage equality, diversity, and inclusion in the workplace as they are good practice and make business sense.

2. 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 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 Infoshare provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination.

In addition, all staff should understand that they, as well as Infoshare 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 during Infoshare's work activities.

Such acts will be dealt with as misconduct under Infoshare's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice as reflected in our employment contracts.

Further, 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.

4. Make opportunities for training, development, and progress available to all staff, who will be helped and encouraged to develop their full potential.

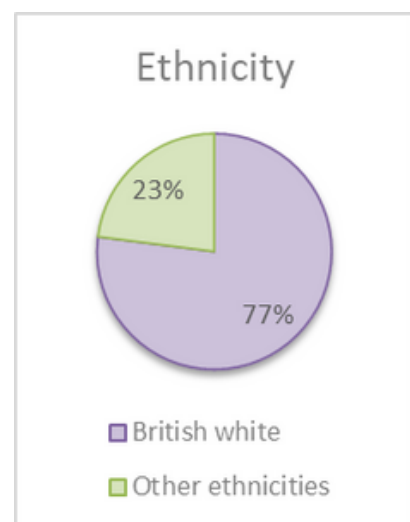
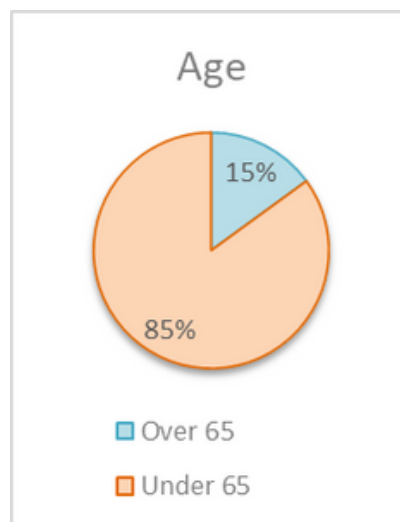
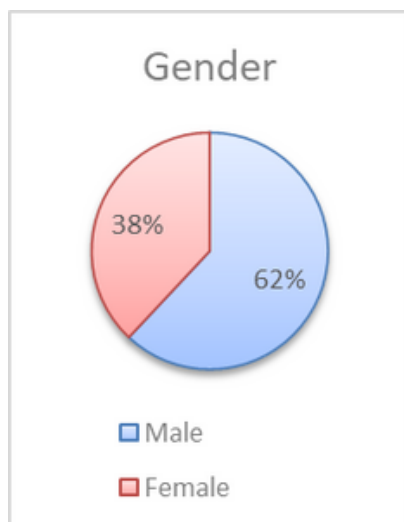
5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.

7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

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.

Our 2022 baseline measure



Agreement to follow this policy

The equality, diversity, and inclusion policy is fully supported by senior management and has been agreed by the Board of Directors.

We will monitor this policy against the baseline measures as shown above.

is
infoshare

