

EQUALITY AND DIVERSITY

For us, diversity means embracing the difference and potential of every individual and ensuring that each has access to employment, development and opportunity. Working to achieve the fair inclusion of all and removing exclusion, Sign & Print Factor achieves success through respecting all colleagues, clients and service users.

As an equal opportunity's employer, we support the principles of equality and diversity in employment (and in the provision of services). Every reasonable effort is made to ensure that there is no unlawful or unfair discrimination on the grounds of colour, nationality, race, ethnic or national origin, religion, belief, disability, age, gender (including pregnancy and maternity leave), gender reassignment, sexual orientation or married or civil partner status in the way that the Company treats its employees, contractors, job applicants and visitors. We also oppose sexual, racial and other forms of harassment.

At Sign & Print Factor managing diversity means offering support to all by ensuring that a positive approach to diversity is integral to all we do. The effectiveness of communication, policies and behaviour is monitored and measured. Feedback from this process enables action plans to be formed in order to reduce exclusion, and to promote the inclusion of all. Individual needs are recognised and supported. Leaders of peoples are given the support and freedom to challenge their own behaviour and that of others, to learn from mistakes and to take responsibility for their own development and that of other people.

The Company is committed to a working environment that offers equal treatment and equal opportunities for all its employees, so that every employee can progress to his or her true potential. It is in the best interests of the company and those who work in it or for it, to ensure that the resources, talents and skills available are considered when employment and development opportunities arise. All decisions taken on recruitment, selection, training and career development opportunities will therefore be based solely on objective and job-related criteria.

Sign & Print Factor's approach to equality and diversity is three-fold:

- to encourage its employees to take an active role against all forms of harassment and discrimination;
- to deter employees from participating in harassment or discriminatory behaviour;
- to demonstrate to all employees that they can rely upon the Company's support in cases of harassment or discrimination at work. The Company's recruitment, selection and promotion procedures and general policies and practices will be periodically reviewed to ensure that this equal opportunity policy is being implemented.

All employees are required to follow and implement the Company's equal opportunities policy and to undergo any agreed training and development activities to ensure that they can carry out their duties and responsibilities in terms of promoting, developing, implementing and reviewing the policy arrangements in the course of their work.

Any behaviour resulting in unfavourable treatment, harassment or victimisation of colleagues, supply chain partners, or other relevant third parties, will be considered contrary to the company's policy and will be a matter for disciplinary action.

This policy statement is supported by a full policy, key legislation explanations plus a range of policies, processes, management guides and training tools.



Signed:
Lian Clarke
Managing Director

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