



## EQUALITY, DIVERSITY, AND INCLUSION POLICY - WEBSITE

Bitrez Ltd is committed to the development of innovative products for the industries served. Bitrez priorities of all operations ensure Health, Safety and the Environment are at the forefront of activity scope as well as engagement and communication of staff and teams. Strong principles of Trust, Respect, Value and Empowerment aid the achievement of objectives. Bitrez's priorities are detailed in the annual Business Plan.

The Equality, Diversity and Inclusion Policy provides the approach in relation to business operations, recruitment, selection and promotion of our staff. The policy applies to all who engage with Bitrez Ltd, staff, visitors, applicants for employment, neighbours to the company and interested parties. Policy objectives:

Equality of opportunity between people that share protected characteristics by minimising or removing disadvantages, responding to individual needs or making reasonable adjustments.

Eliminating discrimination, harassment and victimisation ensuring principles are embedded in all provision.

Ensure all sources of supply have awareness of Bitrez policy and follow the policy principles.

**Managing Directors** - take ultimate responsibility for ensuring equality is incorporated into the strategic plans for Bitrez and that they promote support and drive inclusion through all activity.

**Department managers** - will act as role models in embedding Equality, Diversity, and Inclusion throughout the company.

**Human Resources Manager** - will develop the policy, ensure it meets legislative requirements. HR Manager will receive and investigate any complaints and provide support for all staff.

**Line managers** - [Departmental Managers] have a responsibility to promote and create a positive inclusive culture that challenges discriminatory behaviours and attitudes amongst colleagues. Ensure relevant legislation is communicated to staff and training is provided where required.

**Staff at Bitrez** - should promote a positive and inclusive culture within the workplace, creating a positive work environment. The use of discriminatory language and behaviours is unacceptable, and staff should challenge and or report when observed amongst peers.

Bitrez recognises equality is giving all fairness and respect and an equal and fair chance to fulfil their potential not about treating everyone the same. In the same way Bitrez values and takes into account people's difference in backgrounds, knowledge, skills and experiences recognising the contribution that individuals can make. Bitrez strives to create and ensure inclusion of full workforce taking deliberate action to create an environment where everyone is respected.



Bitrez aims to ensure no one receives less favourable treatment for reasons relating to all recognised protected characteristics covered by the Equality Act 2010.

- Age
- Social or economic class
- Parental status
- Disability.
- Gender Reassignment or identity.
- Marriage, civil partnership or single status
- Pregnancy and maternity.
- Race, colour, nationality, ethnic origin
- Religion, creed or belief/non-belief.
- Sex (gender).
- Sexual orientation.

Human resources will monitor the policy and performance including reported occurrences and ensure conclusive investigation and actions are completed. Bitrez will investigate reports of direct and indirect discrimination as well as discrimination by associate or perception.

There is a zero-tolerance attitude for Bullying, Victimisation and Harassment. Staff are encouraged to report any unwanted, offensive, intimidating, or malicious behaviours which cause upset to themselves or colleagues. Bitrez has developed policies for tackling bullying and harassment and takes complaints seriously. There are further HR procedures including grievance which employees can use to make a complaint.

All staff are made aware of the Equality, Diversity and Inclusion Policy at induction and are advised support and information to the topic can be requested from HR. This policy is reviewed at least annually.