

## Eazi-Business Equal Opportunities Policy (Internal Use Only)

### About This Policy

This Policy sets out our approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary procedures, and termination of employment. We are committed to providing a working environment free from discrimination and where all staff are treated, and treat others, with dignity and respect.

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### Who We Are

“We” “our” or “us” refers to the licensor company, Eazi-Business Limited. We are a limited company registered in England and Wales with registered number 08364226 and registered office at The Old School House, 65A London Rd, Oadby, Leicester LE2 5DN, UK (also using various trading names such as Eazi-Apps, Eazi-Sites, Eazi-SEO). “We” “our” or “us” also or instead refers to any group company of this company.

We are also the licensor company for many unrelated licensee companies that may use one or more of our trading names. We and all licensees in the network have no responsibility or liability for other licensees, who are all separate legal entities, nor for their personnel.

### Who Must Comply with This Policy

This policy applies to everyone when working for us, with us or on our behalf in any capacity, including employees at all levels, directors, officers, owners, licensees, agency or seconded workers, interns, agents, contractors, consultants, service providers, third-party representatives and business partners.

Our licensees must also ensure compliance within their own business and personnel with this policy or their own policy. Their own policy must include obligations and prohibitions at least at the level of those in this Policy but must be adapted for their local legislation to comply with any additional or further requirements under that legislation.

## There are Other Terms that May Apply to You

There are many other terms that may govern your behaviour at work, as examples only including:

- **Legal agreements:** Your employment, services, supply, sale, licence or network member agreement or terms, plus any ancillary agreements such as non-disclosure agreements
- **Our other policies and handbooks:** Including for example privacy policies, any staff handbook, anti-harassment and bullying policy, anti-bribery policy, website and online tools acceptable use policies, corporate social responsibility and many others that set out our requirements of you
- **Legislation or regulation:** There are many laws that govern your behaviour including, as examples only, laws relating to non-discrimination, harassment, health and safety, and many others.

## Equal Opportunities Statement

We are committed to promoting equal opportunities in employment. You and any job applicants will receive equal treatment regardless of age, disability, gender, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics).

## Our Policy

We are committed to promoting equal opportunities in employment and recruitment. We do not accept, condone, tolerate or allow anything that constitutes discrimination (see examples and definitions below). You must not do anything directly or indirectly that is discriminatory, nor permit it by anyone else including your own personnel or recruitment agents.

In your behaviour towards other people related to work, you must comply with all applicable legislation, regulations, codes of conduct, policies and any contracts to which you or your employer is a party..

Failure to comply with the above may be viewed as a disciplinary matter and may have consequences for your ongoing engagement, licence or role with us or your employer.

## Discrimination

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with client, suppliers or other work-related contacts), and on work-related trips or events including business trips or social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

- **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
- **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
- **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or

creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-harassment and Bullying Policy.

- **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

## Recruitment and Selection

Recruitment, promotion and other selection exercises such as redundancy selection must be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

## Disabilities

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

## Part-time and Fixed-Term Work

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

## If You Have Been Subject to Discrimination

If you have been subject to discrimination, consider whether you feel able to raise the problem informally with the person responsible. You should explain your concerns clearly to them. If this is too difficult or embarrassing, you should speak to the person to whom you report, who can provide confidential advice and assistance in resolving the issue formally or informally.

If informal steps are not appropriate, or have not been successful, you should raise the matter formally under the Grievance Procedure of us or the licensee for whom you work.

We will investigate complaints about our own personnel in a timely and confidential manner. We are not responsible for personnel of other companies or licensees. The investigation will be conducted by someone with appropriate experience and no prior involvement in the complaint, where possible. Details of the investigation and the names of the person making the complaint and the person accused

must only be disclosed on a "need to know" basis. We will consider whether any steps are necessary to manage any ongoing relationship between you and the person accused during the investigation.

Once the investigation is complete, we will inform you of our decision. If we consider you have been discriminated against by an employee of ours, the matter will be dealt with under any Disciplinary Procedure as possible misconduct or gross misconduct or as a potential breach of their licence agreement. If the discrimination came from a third party such as a client, licensee or service provider (such as a recruitment agent), we will consider what action would be appropriate to deal with the problem. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

Licensees of ours are required to take similar actions and carry out similar investigations as ours set out in this Policy for any complaints or allegations about them or their personnel.

## Protection and Support for Those Involved

Anyone who makes a complaint about discrimination or participates in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way may be subject to disciplinary action or action under any contract with us. However, making a false allegation deliberately or in bad faith is misconduct and anyone doing this may also be subject to disciplinary action or action under any contract with us.

## Record-keeping

Information about a complaint by or about an employee may be placed on the employee's personnel file, along with a record of the outcome and of any notes or other documents compiled during the process. These will be processed in accordance with our privacy policy applicable to employees and licensees [[link](#)].

## Laws and Jurisdiction Applicable to Any Disputes

This policy, its subject matter and its formation (and any non-contractual disputes or claims) are governed by English law and subject to the exclusive jurisdiction of the courts of England and Wales.

This Policy does not form part of anyone's contract of employment.

## Changes to This Policy

We keep this Policy under review. The date that it was last updated is set out below.

As a result of our reviews, we reserve the right to make changes to this Policy. The current version of this Policy is the one published at the relevant time on our internal website for us, our personnel or licensees.

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