

## EQUAL OPPORTUNITIES POLICY

Avantgarde Tiling Limited recognises the positive impact that is generated for the company from the richness and diversity of its employees and the variety of backgrounds, beliefs and life experiences that has contributed to our success over the years.

We acknowledge that diversity is something to value and encourage, and our Equal Opportunities Policy emphasises our commitment to maintain and build on our strengths by ensuring equality and diversity is integral to everything we do. Through this policy we aim to provide a working environment which provides equal opportunities, treats people fairly with dignity and respect, free from unlawful discrimination of employees, prospective employees and organisations or individuals we provide services to.

We will endeavour to ensure our team members, or those seeking employment with us, will not receive less favourable treatment or be anyway disadvantaged through requirements or conditions that cannot be shown as justifiable on grounds of any protected characteristics such as age, disability, gender reassignment, marital status, pregnancy or maternity status, race, religion or belief, sex or sexual orientation.

Applicants are treated fairly throughout the recruitment and selection process, and employee training or promotion decisions are made based on aptitude and ability. Employees receive a fair and equal chance to engage in learning and development and enjoy equal terms and conditions of employment.

In addition, the policy aims to assist our employees to develop their skills, seeking to promote good employee relations and job satisfaction resulting in a motivated and productive workforce. Employees and potential employees will be made aware of this policy to ensure that equal opportunity is embedded in our day-to-day practices.

Under our obligations within the Equality Act 2010 we are committed to offering support and reasonable adjustments to enable equal availability of facilities and opportunity of participation to staff, considering people's needs and to develop a flexible and responsive procedure to address those needs.

All employees have a legal and moral obligation to refrain from discriminatory behaviour and to report incidents of discrimination against an individual or group of individuals to the HR department or Managing Director. We take appropriate action against incidents of harassment, bullying or discrimination, and offer support and advice to victims or witnesses to incidents, taking disciplinary action against employees who exhibit discriminatory behaviour.

Successful implementation of this policy depends on awareness and commitment of all staff and therefore Avantgarde will provide training on this policy as part of the new employee induction process along with regular recaps to all employees. The Equal Opportunities Policy Statement is included in the employee handbook, refer to the policy statement for full details on how the policy is managed and applied. The policy is monitored and reviewed annually.

Barbara Zanasi  
Avantgarde Tiling Ltd  
Managing Director

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