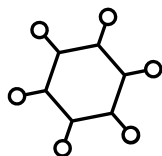
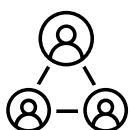


R D B Concepts Limited

Diversity and Inclusion Policy



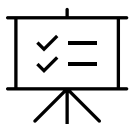
Purpose and scope: R D B Concepts Limited is committed to equality of opportunity and an inclusive working environment where people are treated fairly and with respect. This policy applies to employees, directors, job applicants, contractors and others acting on our behalf. It covers recruitment, working arrangements, development, progression and workplace conduct.



Equality and legal protection: We comply with the Equality Act 2010 and do not tolerate unlawful discrimination, harassment or victimisation. The protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Bullying or intimidating behaviour is also unacceptable, whether in person, online or when working with clients and suppliers.



Fair working practices: Recruitment, pay, allocation of work, training, appraisal, promotion and other employment decisions must use fair, objective and job-related criteria. We consider reasonable adjustments for disabled applicants and colleagues and seek to remove unnecessary barriers to participation. Individual needs should be considered respectfully and information handled appropriately.



Responsibilities and conduct: Everyone is expected to treat colleagues and others with dignity, challenge inappropriate behaviour safely and report concerns. Managers must apply this policy consistently, respond promptly to concerns and support an inclusive team culture. We take all reasonable steps to prevent sexual harassment and to protect employees from harassment by clients, suppliers or other third parties. Our Sexual Harassment Policy provides further detail.



Concerns, accountability and review: Anyone experiencing or witnessing discrimination, harassment or victimisation can speak to their line manager or contact Sue Evans at Sue.Evans@rdb-concepts.com. Concerns will be considered fairly and sensitively, using the relevant grievance or disciplinary procedures. Confidentiality will be protected as far as reasonably practicable. Nobody should be treated adversely for raising a concern in good faith or supporting an investigation. Proven breaches may result in disciplinary action. We review this policy periodically and when relevant requirements change.

Related Documents:

Employee Handbook
Employee Onboarding Process
Excellence Framework and Appraisal Process
Corporate Responsibility Policy

Recruitment Process
Sexual Harassment Policy
Statement of Main Terms
Data Protection Policy