

Equal Opportunities Policy

Purpose

L2 Business Consulting Limited's (L2) is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. L2 prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, colour, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. L2 conforms to the spirit as well as to the letter of all applicable laws and regulations.

This policy sets out L2's approach to equality and diversity. L2 is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work.

L2 aims to be an inclusive organisation, committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees, and to pro-actively challenge and eliminate discrimination.

Scope

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between L2 and its employees, including:

- Recruitment.
- Employment.
- Promotion.
- Transfer.
- Training.
- Working conditions.
- Wages and salary administration.
- Employee benefits and application of policies.

The rights and obligations set out in this policy apply equally to selection and treatment of all employees, whether part time or full time on a substantive or fixed-term contract, and to associated persons such as secondees, agency staff, contractors and others employed under a contract of service.

This policy is also of relevance to directors, line managers and other employees concerned with recruitment, training and promotion procedures and employment decisions which affect others.

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Commitment

L2 personnel and others employed by L2 under a contract of service responsibility for the application and an obligation to effectuate these principles and mandates of this policy. As part of your employee induction, you are expected to read and familiarise yourself with this policy, ensuring that the policy is properly observed and fully complied with.

Discrimination based on work pattern (part-time working, fixed term contract, flexible working) which is unjustifiable will also not be tolerated.

All employees will be encouraged to develop their skills and fulfil their potential and to take advantage of training, development, and progression opportunities in L2.

Selection for employment, promotion, training, or any other benefit will be based on aptitude and ability.

No form of intimidation, bullying or harassment will be tolerated. If you believe that you may have suffered discrimination because of any of the above protected characteristics, you should consider the appropriateness and feasibility of attempted informal resolution by discussion in the first instance with your line manager or another colleague in a relevant position of seniority.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated. L2 will ensure that individuals who make such allegations in good faith will not be victimised or treated less favourably by L2 as a result. However, false allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under L2 discipline process.

A person found to have breached this policy may be subject to disciplinary action under L2 discipline process.

Employees may also be personally liable for any acts of discrimination prohibited by this policy that they commit, meaning that they can be sued by the victim.

When does this policy apply?

This policy applies to all conduct in the workplace and to conduct outside of the workplace that is related to your work (e.g., at meetings, social events, and social interactions with colleagues) or which may impact on L2 reputation (e.g., the expression of views on social media, contrary to the commitments expressed in this policy, that could be linked to L2).

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We set out below some specific areas of application:

- Recruitment - selection for employment at L2 will be based on aptitude and ability. Further detail is set out in L2 recruitment and selection process. Where possible, L2 will capture applicants' diversity demographics as part of its recruitment processes to promote the elimination of unlawful discrimination on the grounds of race, disability, sex, or age.
- Training - you may also be required to participate in training and development activities from time to time, to encourage the promotion of the principles of this policy.
- Promotion - all promotion decisions will be made based on merit and will not be influenced by any of the protected characteristics listed above. Promotion opportunities will be monitored to ensure equality of opportunity at all levels. Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers to promotion.
- During employment - the benefits, terms and conditions of employment and facilities available to L2 employees will be reviewed on a regular basis to ensure that access is not restricted by unlawful means and to provide appropriate conditions to meet the special needs of disadvantaged or under-represented groups.

A handwritten signature in black ink, appearing to read 'Mark Lyons', is positioned above the printed name.

MARK LYONS
MANAGING DIRECTOR

Rev: A; June 2021