

Quintessa Equality, Diversity and Inclusion Policy

Owner: Managing Director

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Review Frequency: At least every 12 months

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Document History

Version	Date	Notes
1.0	29 Sep 2012	Equal Opportunities Policy produced by DPH and JAO
1.1	8 May 2017	Minor formatting changes by RHL
1.2	4 Sep 2017	Minor formatting changes by RHL
1.3	27 Apr 2018	Updates following review by RHL
1.4	11 Feb 2019	Updates following review by RHL
2.0	24 Jan 2022	Existing Equal Opportunities Policy expanded to encompass equality, diversity and inclusion
2.1	21 Jul 2022	Updated in light of review by Investors in People Consultant
2.2	18 Jul 2023	Minor editorial updates in light of annual review
2.3	19 Jul 2024	Minor editorial updates in light of annual review

1 Background

Quintessa Ltd (“the Company”) is an employee-owned company which is committed to encouraging equality, diversity and inclusion among its employees, eliminating unlawful discrimination, and ensuring employees are treated equitably. The Company empowers its employees to participate in all aspects of the business and to feel respect, inclusion and belonging, and to be able to give their best. Quintessa’s principal assets are talented individuals, and as we strive to be the best in our chosen fields, we need to recruit and retain high quality employees. Respect for each other and for all stakeholders in Quintessa is a paramount principle. In providing its services and goods, the Company is also committed to being against unlawful discrimination affecting its clients, suppliers and the public.

2 Policy Objectives

- ▲ To provide fairness and respect for all Quintessa employees.

- ▲ To ensure, consistent with the requirements of the Equality Act 2010, that there is no unlawful discrimination.
- ▲ To ensure that recruitment, induction, training, career development and progression, appraisals, grievance and disciplinary issues, redundancy and dismissals, pay, benefits and terms and conditions of employment are managed equitably taking account of capability, qualifications, experience, skills and productivity.
- ▲ To create and maintain a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity, respect and a sense of inclusion and belonging for all, and where individual differences and the contributions of all employees are recognised and valued.

3 Policy Statement

Quintessa supports the principles of equality, diversity, inclusion and equity in employment and opposes all forms of unfair or unlawful discrimination. The Company is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race (including colour, nationality, and ethnic or national origin), sex, pregnancy and maternity/paternity, marital or civil partnership status, gender identity or reassignment, disability, religion or beliefs, age or sexual orientation, and one in which any complaints of bullying, harassment, victimisation and unlawful discrimination are reported and acted upon. The Company is also committed to providing a working environment in which employees are treated equitably and their individual differences and contributions to the company are recognised and supported.

The Company also aims to provide a service that does not discriminate against its clients and customers in the means by which they can access the services and goods supplied by the Company. The Company believes that all employees and clients are entitled to be treated with respect and dignity and not be subjected to harassment or victimisation.

The Company is committed to training its employees about their rights and responsibilities under this policy.