

Multi-Source UK LTD

Equality, Diversity and Inclusion Policy

1. Policy Statement

At MULTI-SOURCE UK LTD, we are committed to promoting equality, diversity and inclusion (EDI) in all areas of our business. We believe that a diverse and inclusive workforce is essential for innovation, productivity, and success. We are proud to foster an environment where everyone is respected, valued, and able to achieve their full potential, regardless of background or identity.

We do not tolerate discrimination, harassment, or victimisation in any form and are committed to ensuring that all employees, clients, suppliers, and stakeholders are treated fairly and equitably.

2. Purpose

This policy outlines our commitment to:

- Comply with the Equality Act 2010 and all relevant UK equality legislation.
- Promote an inclusive culture that values difference and recognises the contributions of all individuals.
- Eliminate unlawful discrimination, harassment, and victimisation.
- Advance equality of opportunity and foster good relations among all employees and external stakeholders.

3. Scope

This policy applies to:

- All employees (full-time, part-time, fixed-term and temporary).
- Job applicants.
- Contractors, consultants, suppliers and partners.
- Clients and customers who interact with MULTI-SOURCE UK LTD.

4. Our Commitments

a) Equality

We treat all individuals fairly and ensure equal access to opportunities. We oppose all forms of unlawful and unfair discrimination based on (but not limited to):

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality and ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

b) Diversity

We recognise and value the unique contributions that people with different backgrounds, experiences, and perspectives bring to the workplace. We actively seek to create and maintain a workforce that reflects the diversity of the communities we serve.

c) Inclusion

We strive to create a working environment where all individuals feel welcomed, supported, and able to fully participate and contribute. We encourage open dialogue and actively listen to the needs and concerns of our employees and stakeholders.

5. Responsibilities

- **Management and Leadership:** Have a duty to lead by example, uphold this policy, and take appropriate action against any breaches.
- **Human Resources:** Are responsible for implementing and monitoring EDI practices and providing appropriate training and support.

- All Employees: Are expected to treat colleagues and others with dignity and respect and play an active role in creating an inclusive workplace.

6. Recruitment and Progression

Recruitment, promotion, and training decisions will be based on merit, qualifications, and business needs. We will ensure that job advertisements and recruitment processes are accessible and inclusive to all potential candidates.

7. Training and Awareness

All employees will receive regular training on equality, diversity and inclusion to promote understanding and support the delivery of this policy.

8. Complaints and Reporting

Any concerns or complaints relating to discrimination, harassment or unfair treatment will be taken seriously and investigated promptly, sensitively, and fairly. Employees are encouraged to report any incidents through the appropriate internal channels or by speaking with their manager or HR.

9. Monitoring and Review

We will regularly monitor the effectiveness of this policy and update it as necessary to reflect best practices, legal developments, and the needs of the organisation.