

# DIVERSITY, EQUALITY & INCLUSION POLICY

## 1. POLICY STATEMENT

At Search Press Ltd we are committed to creating and sustaining a diverse and inclusive workplace where all individuals are treated with dignity and respect. We recognise that a diverse workforce brings a wealth of experiences, perspectives, and talents that are essential to our success.

## 2. OUR COMMITMENT

We are dedicated to:

- Promoting equality of opportunity for all employees and job applicants.
- Creating an inclusive environment free from discrimination, harassment, and victimisation.
- Valuing diversity in all its forms, including but not limited to age, disability, gender, gender identity, marital status, race, ethnicity, religion or belief, sexual orientation, and socio-economic background.
- Complying with all relevant equality and anti-discrimination legislation, including the Equality Act 2010.

## 3. OBJECTIVES

To support our commitment, we aim to:

- Integrate diversity and inclusion into all aspects of our business, including recruitment, training, promotion, and employee engagement.
- Provide training and guidance where required or requested to employees and managers on diversity, inclusion, and unconscious bias.
- Regularly review our policies and practices to ensure they are inclusive and equitable.

## 4. RESPONSIBILITIES

All employees, contractors, and stakeholders are expected to:

- Treat others with respect, fairness, and without prejudice.
- Challenge discriminatory behaviour and report any breaches of this policy.
- Support our efforts to foster a culture of inclusion and mutual respect.

Line managers and senior leaders are additionally responsible for:

- Leading by example in promoting inclusive behaviours.
- Ensuring fair and unbiased decision-making processes.
- Supporting the implementation and monitoring of diversity initiatives.

## **5. BREACHES OF POLICY**

Any breaches of this policy will be taken seriously and may result in disciplinary action in accordance with our internal procedures.

## **6. MONITORING AND REVIEW**

This policy will be reviewed annually to ensure it remains effective and relevant. We welcome feedback from employees and stakeholders to inform improvements.

