

Equality, Diversity and Inclusion Policy

1. OVERVIEW

Outsourced Events is committed to encouraging equality, diversity and inclusion among our staff and eliminating unlawful discrimination. The aim is for our staff to be truly representative of all sections of Society and to feel respected and able to give their best. The company is also committed against unlawful discrimination of clients and the public.

2. PURPOSE

This policy's purpose is to:

- Provide equality, fairness and respect for all employees, whether temporary, part-time or full-time.
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origin), religion or belief, sex and sexual orientation.
- Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

3. COMMITMENT

The company commits to:

- Encourage equality, diversity and inclusion in the workplace.
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued. Staff should help the company to provide equal opportunities in employment and prevent bullying, harassment, victimisation and unlawful discrimination. All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination in the course of their employment, against fellow employees, clients, suppliers and the public.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, clients, suppliers, the public and any others during the company's work. Such acts will be dealt with as misconduct under the company's grievance and/or disciplinary procedures and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

/contd ...

OUTSOURCED EVENTS

Outsourced Events Limited, One Lyric Square, London W6 0NB
T: 0330 460 6007

2/contd

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997, which is not limited to circumstances where harassment relates to a protected characteristic, is a criminal offence.

- Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the company.
- Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.
- Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief and disability to ensure equality, diversity and inclusion. Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually to address any issues.

DATE OF ISSUE OF POLICY: November 2020

Reviewed July 2025

Board of Directors, Outsourced Events Limited