

Quintessa Equal Opportunities Policy

Owner: Managing Director

Document Id: QPUB-GEN-EqualOpportunitiesPolicy

Version: 1.4

Review Frequency: At least every 12 months

Last reviewed: 11/2/19

Document History

Version	Date	Notes
1.0	29 Sep 2012	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

1 Background

Quintessa is an employee-owned company and empowers its employee to participate in all aspects of the business. Quintessa's principal assets are talented individuals, and as we intend to be the best in our chosen fields, we need to recruit and retain the best people. Respect for each other and for all stakeholders in Quintessa is a paramount principle.

2 Policy Objectives

- ▲ To ensure that there is no unlawful discrimination in line with the Equality Act 2010.
- ▲ 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.

3 Policy Statement

Quintessa supports the principles of equal opportunity 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, gender, pregnancy and

maternity/paternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

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.