

	EQUALITY AND DIVERSITY POLICY		
	MR-ISP-016	Revision: 1.3	Issue Date: 10/May/2023
	PREPARED BY: MANAGEMENT REPRESENTATIVE	REVIEWED BY: MANAGER	APPROVED BY: DIRECTOR

EQUALITY AND DIVERSITY POLICY RULE

MR-ISP-016

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Page 1 of 4	Issued date: 10/May/2023	Rev: 1.3	MR-ISP-016
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Contents

1.	Purpose	3
2.	Scope	3
3.	Policy Statement & Protected Characteristics	3
4.	Responsibilities.....	3
5.	Recruitment, Selection & Progression	3
6.	Reasonable Adjustments & Accessibility	3
7.	Anti-Harassment & Bullying.....	3
8.	Training & Awareness	4
9.	Inclusive Culture & Employee Voice	4
10.	Grievance, Whistleblowing & Remedies.....	4
11.	Suppliers & Contractors	4
12.	Monitoring & Review	4
13.	Communication	4

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1. Purpose

To set out Leap Networks Global Ltd's commitment to Diversity, Equity & Inclusion (DEI) and equal opportunity. We prohibit discrimination, harassment and victimisation and promote a respectful, inclusive workplace for all.

2. Scope

This Policy applies to all employees, officers, workers, agency staff, contractors, subcontractors, applicants and volunteers in all UK operations and any overseas engagements performed on our behalf. Suppliers and partners are expected to uphold equivalent standards via our Supplier Code of Conduct.

3. Policy Statement & Protected Characteristics

We provide equal opportunity in employment and services, without discrimination on protected characteristics under the Equality Act 2010, including: 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. We also avoid bias relating to caring responsibilities, family situation, socio-economic background or trade union activity, and we respect gender identity and expression.

4. Responsibilities

- Board/CEO: Approve and champion DEI policy and targets.
- Management Representative (DEI Lead): Owns policy, awareness, monitoring and annual review; reports to leadership.
- Managers: Lead by example, ensure fair decisions, act on concerns, enable reasonable adjustments.
- All Personnel: Treat others with dignity and respect, complete DEI training, and report concerns.

5. Recruitment, Selection & Progression

We use transparent, merit-based criteria for recruitment, promotion and training. Right-to-work checks are performed for all hires. Job adverts and processes are designed to reach diverse candidates; panel review is used where practicable.

6. Reasonable Adjustments & Accessibility

We make reasonable adjustments for candidates and employees with disabilities or health needs, including adjustments to duties, hours, equipment or environment. Requests are handled through an interactive process.

7. Anti-Harassment & Bullying

Harassment, bullying and victimisation are not tolerated. Concerns can be raised through line management, HR, or the whistleblowing channel. Non-retaliation applies. Proven breaches may result in disciplinary action up to dismissal.

Page 3 of 4	Issued date: 10/May/2023	Rev: 1.3	MR-ISP-016
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8. Training & Awareness

DEI awareness is included at induction and through periodic refreshers (e.g., respectful workplace, unconscious bias, anti-harassment). Completion is tracked in the training matrix (MR-ISP-013).

9. Inclusive Culture & Employee Voice

We promote inclusive behaviours, celebrate diversity, and encourage employee feedback. We support flexible working where practicable and foster equal access to opportunities and resources.

10. Grievance, Whistleblowing & Remedies

Employees may raise DEI concerns via grievance procedures or the Whistleblowing Policy. We investigate fairly and confidentially and implement corrective actions.

11. Suppliers & Contractors

Our Supplier Code of Conduct requires non-discrimination, humane treatment and grievance access across supply chains; compliance is contractual and enforceable by audit and corrective action.

12. Monitoring & Review

We review this Policy at least annually or on legal/policy change. We monitor DEI training completion and concerns raised to improve our practices while respecting data protection laws.

13. Communication

This Policy is communicated to all personnel at induction and made available on shared systems. Managers are responsible for cascading updates.