



Equal Opportunities and Diversity Policy

Effective February 2022

Signed,

Andrew Nevins

DIRECTOR & OPERATIONS
MANAGER



GUTA Enterprise Ltd. is committed to eliminating discrimination and encouraging diversity amongst our workforce. GUTA Enterprise Ltd. aims for a workforce truly representative of all sections of society, where each employee feels respected and where all are empowered to give of their best.

Section 1.2 To that end, this policy statement outlines GUTA Enterprise Ltd.'s approach to ensure equality and fairness in the employment process and to avoid discriminations on the grounds of gender, marital status, race, ethnic origin, pregnancy and maternity, nationality, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.

Section 1.3 All employees of GUTA Enterprise Ltd., whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All GUTA Enterprise Ltd. employees will be encouraged to develop their full potential and assisted to that end. The talents and resources of the workforce will be fully utilized to maximize the efficiency of the organization.

Section 1.4 GUTA Enterprise Ltd. commits to

- create an environment in which individual differences and the contributions of all our staff are recognized and valued.
- promote and protect everyone’s right to equal opportunities in the workplace as outlined in the Equality Act 2010.
- reject any and every form of intimidation, bullying or harassment in the workplace.
- offer training, development and progression opportunities to all staff.
- hold that equality in the workplace represents sound management and maintain this view in all company proceedings.
- regard all breaches of our Equal Opportunities & Diversity Policy as acts of misconduct potentially subject to disciplinary proceedings.
- support this policy statement at the senior managerial level.

Section 1.5 This policy statement will be monitored and reviewed annually during the company’s Management Review meetings.

Purpose

Section 2.1 This policy sets out a legal and ethical approach to equality and diversity. GUTA Enterprise Ltd. is committed to promoting equality and diversity, embracing a culture that actively values difference—recognizing that those from a variety of backgrounds and experiences enhance the functioning of the workspace in equally varied ways.

Section 2.2 GUTA Enterprise Ltd. aims to be an inclusive organization, one committed to providing equal opportunities for all employees from recruitment and training to collaboration in the workspace. We are dedicated to proactively identifying and intervening in instances of discrimination—ending a culture of exclusion before it takes root.

Scope

Section 3.1 The rights and obligations set out in this policy apply equally to all employees, whether part-time or full time on a substantive or fixed term contract, and also to associated persons such as secondees, agency staff, contractors and others employed under a contract of service.

Section 3.2 You have personal responsibility for the application of this policy. As part of your employee induction, you are expected to

- read and become familiar with this policy,
- ensure that this policy is properly observed and fully complied with and
- to complete the declaration below.

Section 3.3 This policy is also of particular relevance to the director, line managers and other employees concerned with recruitment, training and promotion procedures and employment decisions which hold bearing over others.

Equality and Diversity at GUTA Enterprise Ltd.

Section 4.1 At GUTA Enterprise Ltd., we believe that ensuring equality demands breaking down barriers, eliminating discrimination and ensuring equal opportunities and access for all company stakeholders. We consider an attitude of diversity to be one which celebrates differences and places value on every member of a team. We acknowledge that equality and diversity are not interchangeable; they are, however, interdependent. There can be no equality of opportunity if differences are not welcomed, understood or developed.

Our Commitment

Section 5.1 Every employee is entitled to a working environment that promotes dignity, fairness and respect for all. GUTA Enterprise Ltd. refuses to tolerate any act which undermines this entitlement including discrimination and harassment on the basis of a protected characteristic:

- sex,
- gender reassignment,
- marital status (including civil partnership),
- pregnancy and maternity,
- race (including ethnic origin, colour, nationality and national origin),
- disability,
- sexual orientation,
- religion and/or belief system
- age

Section 5.2 Unjustifiable discrimination on the basis of work pattern (i.e., part-time work, fixed-term contracts, flexible working) will be similarly denounced.

Section 5.3 All employees will be encouraged to develop their skills and fulfil their potential. Employees are encouraged to take advantage of training, development and progression opportunities offered by the company. Selection for employment, promotion, training or any other benefit will be conducted on the basis of aptitude.

Section 5.4 No form of intimidation, bullying or harassment is tolerated at GUTA Enterprise Ltd. If you believe you may have suffered discrimination due to any of the above protected characteristics,

- consider pursuing an informal resolution with your line manager or another senior official as a first resort.
- raise the matter through GUTA Enterprise Ltd.'s Grievance Policy. (For types of discrimination, see the Annex to this policy.)

Section 5.5 Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the appropriate procedure. Great care will be taken to ensure that individuals who make such allegations in good faith are free from victimization or further discrimination by any member of GUTA Enterprise Ltd. personnel. Note, however, that false allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under GUTA Enterprise Ltd.'s Disciplinary Policy.

Section 5.6 Any individual found to have breached the Equal Opportunities & Diversity Policy may be subject to disciplinary action under GUTA Enterprise Ltd.'s Disciplinary Policy. Employees may also be personally liable for any acts of discrimination prohibited by this policy that they commit, including the risk of suits filed by the victim.

Our Commitment

Section 6.1

This policy applies to all conduct in the workspace as well as all work-related conduct outside of the workspace (e.g., meeting, social events and social interactions with colleagues outside of the workspace campus) including that which may bear an impact on the reputation of the company (e.g., the expression of views on social media contrary to the commitments expressed in this policy).

See below for some specific areas of application:

1. Recruitment

Selection for employment at GUTA Enterprise Ltd. will be conducted on the basis of aptitude and ability. Where possible, GUTA Enterprise Ltd. will capture applicants' diversity demographics as a facet of its recruitment processes to promote the elimination of unlawful discrimination.

2. Training

You may also be required to participate in training and development activities from time to time to encourage the promotion of the principles of this policy.

3. Promotion

All promotion decisions will be made on the basis of merit and will not be influenced by any of the protected characteristics listed above. Promotion opportunities will be monitored to ensure equality of opportunity at all levels. Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers to promotion.

4. Employment

The benefits, terms and conditions of employment and facilities available to employees of GUTA Enterprise Ltd. will be reviewed on a regular basis to ensure that access is not restricted by unlawful means and to provide appropriate conditions to meet the special needs of disadvantaged or underrepresented groups.

GUTA Enterprise Ltd.'s Legal Duties

Section 7.1 GUTA Enterprise Ltd. is subject to equality duties under the Equality Act 2010. This policy will be reviewed on an ongoing basis by GUTA Enterprise Ltd. to assess its effectiveness and may be amended from time to time.

Equality and Diversity Declaration

Section 8.1 I have read and understood GUTA Enterprise Ltd.'s Equality and Diversity Policy and agree to work to its expected standards. Regardless of my background and circumstances, I agree to treat all colleagues and visitors with respect and dignity while carrying out the duties and responsibilities of my role at GUTA Enterprise Ltd.

Signature: _____

Date: _____

Print Name: _____

Annex Types of Discrimination

Section 9.1 There are various types of discrimination prohibited by this policy. The main types are:

1. Direct Discrimination

Direct discrimination occurs when one individual is treated less favorably than another due to a protected characteristic set out in this policy. By way of example, refusing to promote a pregnant

employee on the basis that she is shortly due to go on maternity leave would be direct discrimination on the protected characteristics of the employee's sex and pregnancy status.

Other types of direct discrimination include

- i. *associative discrimination*: This is direct discrimination against someone because of their association with another person who possess a protected characteristic. For example, an employee discriminated against due to the disability status of their son would be an instance of associative discrimination.
- ii. *perceptive discrimination*: This is direct discrimination against an individual because others think they possess a particular protected characteristic. For example, should coworkers assume an individual is gay and discriminate against them for this reason, they would engage in perceptive discriminations. Note that this applies even if the individual in question does not possess the protected characteristic.

2. Indirect Discrimination

Indirect discrimination occurs when an unjustifiable requirement or condition is applied which appears to be the same for all but nevertheless has a disproportionate adverse effect on one group of people. This form of discrimination may apply even though there was no intention to discriminate. For example, a requirement for UK-based qualifications could disadvantage applicants who have obtained their qualifications outside of the UK—amounting to indirect discrimination on the basis of race (or, more specifically, national origin).

3. Victimization

Victimization occurs when an employee is treated less favorably than others because they have asserted legal rights against GUTA Enterprise Ltd. or assisted a colleague in doing so. For example, victimization may occur when an employee has raised a genuine grievance against the company and is demoted as a result.

4. Harassment

Harassment is “unwanted conduct related to a relevant protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.” It is important to remember that it is not the intention of the harasser which determines whether harassment has occurred but, rather, how the recipient perceives their behavior. Refer to GUTA Enterprise Ltd.'s Grievance Policy for further details.