



ASPIRIO

Registered office : The Braes,
Granville Road, Bath. BA1 9BE

ASPIRIO LTD EQUALITY, DIVERSITY AND INCLUSION POLICY

Aspirio Ltd strives to ensure everyone is treated with respect and dignity. Each person will be given fair and equal opportunities to develop their full potential regardless of gender, transgender, ethnicity, culture and religious background, sexuality, disability or special educational needs and ability. Aspirio Ltd will actively promote equality and foster positive attitudes and commitment to education for equality. Aspirio Ltd is committed to encouraging equality, diversity, and inclusion in our workforce and eliminating unlawful discrimination.

****Purpose****

This policy unequivocally establishes our commitment to equality, diversity, and inclusion within our organisation. We are dedicated to creating a workplace where everyone is valued, respected, and empowered, regardless of background or identity.

This policy's purpose is to:

1. Provide equality, fairness and respect for all
2. 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
- ❖ sexual orientation

3. 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
- ❖ selection for employment, promotion, training or other development opportunities



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****Policy Statement****

Our organisation affirms that equality and diversity are fundamental to our mission. We will not tolerate any form of discrimination, harassment, or victimisation based on race, gender, age, sexual orientation, disability, religion, or any other characteristic. Immediate action will be taken against any violations of this policy.

****Scope****

This policy applies to all employees, contractors, consultants, and volunteers within our organisation and anyone interacting with our services. Everyone is expected to adhere to these standards.

****Objectives****

- ❖ To cultivate a culture that unequivocally values diversity and inclusion.
- ❖ To guarantee fair treatment in recruitment, training, promotion, and all employment practices.
- ❖ To actively promote awareness and understanding of diversity and inclusion throughout our workforce.
- ❖ To establish clear mechanisms for reporting and addressing any concerns regarding discrimination or inequality.

****Responsibilities****

****Management****: It is the responsibility of management to ensure the effective implementation of this policy, leading by example to foster an inclusive workplace culture.

****Employees****: Every employee must contribute to a supportive and inclusive environment and uphold the principles of this policy without exception.

****Recruitment and Selection****

We will implement recruitment processes designed to attract a diverse array of candidates. Job descriptions will be crafted to be fully inclusive, and recruitment practices will be devoid of bias.



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****Training and Development****

All employees will undergo mandatory training on equality, diversity, and inclusion as part of their onboarding process and ongoing professional development. This training is essential to fostering awareness and understanding within our organisation.

****Reporting and Complaints****

Aspirio Ltd.'s grievance and disciplinary policies and procedures are included in our Online Safety Policy. We have a transparent and robust process for reporting incidents of discrimination or harassment. We take all complaints seriously and will conduct thorough investigations. Use of Aspirio Ltd.'s grievance or disciplinary procedures does not affect an employee's right to claim an employment tribunal within 3 months of the alleged discrimination. Retaliation against anyone who reports concerns or participates in investigations will result in disciplinary action.

****Monitoring and Review****

This policy will undergo an annual review to ensure its effectiveness. We will systematically collect data to monitor the impact of our programs and policies to drive continuous progress toward our equality and diversity goals.

Created March 2025

The following review date is March 2026

****Commitment****

Our organisation is resolutely dedicated to building a diverse workforce that embodies the communities we serve. We firmly believe that diverse teams foster innovation and creativity, leading to superior outcomes for all.

Aspirio Ltd commits to:

1. Encourage workplace equality, diversity, and inclusion, as good practices make business sense.
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, where individual differences and the contributions of all staff are recognised and valued. This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion



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Policy. Responsibilities include staff conducting themselves to help Aspirio Ltd provide equal opportunities in employment and prevent bullying, harassment, victimisation and unlawful discrimination. All staff members should understand that 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, customers, suppliers, and the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and others during Aspirio Ltd.'s work activities. Such acts will be dealt with as misconduct under Aspirio Ltd.'s grievance or disciplinary procedures, and appropriate action will be taken. Severe complaints could amount to gross misconduct and lead to dismissal without notice. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as 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.

4. Make opportunities for training, development and progress available to all employees, 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 Aspirio Ltd.

5. Make decisions concerning staff based on merit (apart from any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.

7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion and in meeting the aims and commitments set out in the equality, diversity and inclusion policy. Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

****Contact Information****

For inquiries regarding this policy or to report any concerns, employees must contact Kylie Stewart, Director of Aspirio Ltd, at kylie@aspirio.co.uk without hesitation.

****Conclusion****

We will create a stronger, more equitable organisation for everyone involved by firmly embracing equality, diversity, and inclusion.