

DEI - DIVERSITY, EQUALITY AND INCLUSION STATEMENT

Our commitment

Cognisco is committed to encouraging diversity, equality and inclusion in the workplace as they are good practice and make business sense.

Creating 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.

Treat all individuals with fairness, respect, and dignity, regardless of their protected characteristics - creating a fair and respectful workplace.

Protected characteristics and prohibited discrimination

Not unlawfully discriminate because of the 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.

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

Awareness and training

Employees are provided with induction training and all staff understand their rights and responsibilities to prevent bullying, harassment, victimisation and unlawful discrimination.

All staff understand they, as well as the company, 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.

Company policies, responsibilities and accountabilities - plus the organisation's grievance and disciplinary procedures are all outlined in the **Cognisco Employee Handbook**.

Accountability and disciplinary measures

It is the responsibility of all employees to uphold this policy and treat others with respect.

Such acts will be dealt with as misconduct under the organisation's grievance or disciplinary procedures, and appropriate action will be taken. Particularly serious 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 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.

Monitoring and review

The company regularly reviews and updates its employment practices, procedures and policies to take account of changes in the law and to ensure their continued effectiveness in meeting the aims and commitments set out in the **DEI (Diversity, Equality and Inclusion) statement**.

The DEI statement is fully supported by senior management and is reviewed annually to assess how the committed actions are working in practice, and consideration is taken to address any issues.

Signed by: *A Knight* _____ Date: _____
On behalf of Cognisco Limited