

EQUALITY AND DIVERSITY POLICY

Organisation: Graphinixx

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Effective Date: 11 May 2026

Review Date: 11 May 2027

1. INTRODUCTION

1.1 Purpose

This Equality and Diversity Policy sets forth Graphinixx's commitment to creating and maintaining a workplace environment where all employees, contractors, clients, and stakeholders are treated with dignity, respect, and fairness. The policy establishes the framework through which Graphinixx endeavours to eliminate discrimination, promote equality of opportunity, and foster a culture of inclusion across all aspects of the organisation's operations.

1.2 Scope

This policy applies to all individuals working for or with Graphinixx, including permanent employees, fixed-term contractors, agency workers, apprentices, and volunteers. The policy governs conduct within the workplace, including physical offices, virtual working environments, and any locations where business is conducted on behalf of the organisation. Additionally, the policy extends to business relationships with clients, suppliers, and external partners who may interact with Graphinixx personnel.

1.3 Legal Framework

Graphinixx recognises its obligations under the Equality Act 2010, which consolidates and supersedes previous equality legislation in the United Kingdom. This policy aligns with the requirements of the aforementioned legislation and the Public Sector Equality Duty, where applicable. The organisation further acknowledges the provisions of the Employment Rights Act 1996, the Employment Equality (Age) Regulations 2006, and associated statutory instruments designed to promote equality and prevent discrimination.

1.4 Definitions

For the purposes of this policy, the following terms are defined as follows:

Discrimination: The unfavourable treatment of an individual based upon a protected characteristic, whether direct or indirect. This includes victimisation and harassment.

Diversity: The recognition and valuation of the many differences that exist among people, including but not limited to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Equality: The principle that all individuals possess equal rights and deserve equal treatment, regardless of personal characteristics, and that systems and practices are structured to accommodate and support this principle.

Harassment: Unwanted conduct that violates an individual's dignity or creates an

intimidating, hostile, or offensive environment based upon a protected characteristic.

Protected Characteristics: As defined by the Equality Act 2010, these include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

2. COMMITMENT TO EQUALITY

2.1 Organisational Vision

Graphinixx is committed to being an employer and service provider of choice, where diversity is valued as a strategic asset and where equality of opportunity is embedded within all organisational processes and decision-making frameworks. The organisation recognises that diverse perspectives, backgrounds, and experiences strengthen professional services delivery and contribute to enhanced innovation, employee engagement, and business performance.

2.2 Zero Tolerance for Discrimination

Graphinixx operates a zero-tolerance approach to discrimination, harassment, victimisation, or any other conduct that undermines the dignity or wellbeing of any individual. This commitment applies uniformly across all protected characteristics and to all forms of discriminatory conduct, whether intentional or unintentional, direct or indirect, and whether perpetrated by employees, management, contractors, or external parties.

2.3 Equal Opportunity Commitment

Graphinixx is committed to ensuring that all individuals have equal opportunity to obtain employment, access promotion, receive training and development, and progress within the organisation based solely upon merit, capability, and potential. The organisation recognises that substantive equality sometimes requires differential treatment to address historical disadvantage or existing barriers faced by underrepresented groups.

2.4 Recruitment and Selection

All recruitment processes undertaken by Graphinixx are designed to attract a diverse pool of candidates and to ensure that selection decisions are made on the basis of job-related criteria only. Job descriptions, person specifications, and recruitment communications are constructed to avoid unnecessarily restrictive requirements that may deter applications from individuals with protected characteristics. Recruiting managers receive training in equality and unconscious bias prior to conducting interviews or making recruitment decisions. Graphinixx commits to proportionate reasonable adjustments to recruitment procedures where necessary to accommodate candidates with disabilities.

2.5 Promotion and Development

Career progression opportunities within Graphinixx are made available to all eligible employees on an equal basis. Promotion decisions are made according to documented criteria including competence, experience, and potential. The organisation is committed to identifying and developing talent from all backgrounds and to removing barriers that may prevent individuals with protected characteristics from accessing development opportunities or senior positions. Mentoring and sponsorship programmes, where established, are designed to support underrepresented groups within the organisation.

2.6 Pay and Remuneration

Graphinixx is committed to ensuring that pay and remuneration decisions are made fairly and transparently, and that remuneration is not determined by protected characteristics. The organisation conducts regular pay audits to identify and address any unexplained pay gaps between different groups. Where pay discrepancies are identified, action is taken to rectify such matters and to prevent future occurrence.

2.7 Training and Development

All employees have access to training and development opportunities on an equal basis. Training programmes are designed to be accessible to individuals with disabilities, and adjustments are made to accommodate particular needs. Graphinixx encourages applications from underrepresented groups for specialised or advanced training programmes and recognises that development is integral to career progression and employee satisfaction.

3. WORKPLACE CONDUCT

3.1 Standards of Behaviour

All individuals working for or with Graphinixx are expected to conduct themselves professionally and respectfully at all times. This expectation applies to interactions with colleagues, managers, clients, suppliers, and members of the public. Conduct that is disrespectful, offensive, intimidating, or demeaning towards any individual based upon a protected characteristic is prohibited.

3.2 Harassment and Bullying

Graphinixx is committed to maintaining a workplace free from harassment and bullying. Harassment constitutes unwanted conduct that violates dignity or creates an intimidating, hostile, or offensive environment. This includes verbal comments, jokes, imagery, physical conduct, or deliberate exclusion. Bullying constitutes unwanted conduct that seeks to harm, intimidate, or humiliate an individual. Both harassment and bullying are subject to disciplinary action up to and including dismissal.

3.3 Dignity at Work

Graphinixx recognises the importance of dignity at work and is committed to ensuring that all individuals are treated with respect and consideration. This includes protection from sexual harassment, unwanted contact of a sexual nature, and inappropriate comments regarding physical appearance, intimate matters, or sexual orientation. Graphinixx further commits to protecting individuals from harassment based upon religion or belief, and from unwanted conduct relating to marriage or civil partnership, pregnancy, maternity, or parental status.

3.4 Reporting Mechanisms

Graphinixx has established clear and accessible mechanisms for reporting concerns about discrimination, harassment, or other breaches of this policy. Employees may report concerns to their immediate manager, to the Human Resources department, or through a confidential reporting channel. All reports are treated seriously and investigated impartially. Graphinixx is committed to protecting reporters from victimisation and ensures that individuals raising concerns in good faith are not subjected to detriment.

3.5 Disciplinary Action

Breaches of this policy are regarded as serious misconduct and may result in disciplinary action. Depending upon the severity of the breach and the surrounding circumstances,

disciplinary action may include formal warning, suspension, or dismissal. Graphinixx follows fair and transparent disciplinary procedures in accordance with the ACAS Code of Practice and applicable employment law.

3.6 Reasonable Adjustments

Graphinixx recognises its legal obligation to make reasonable adjustments to enable individuals with disabilities to perform their roles effectively and to access facilities and benefits available to other employees. Reasonable adjustments may include modifications to the physical working environment, flexible working arrangements, assistive technology, or adjustments to job duties or responsibilities. Requests for reasonable adjustments should be directed to the Human Resources department and are considered carefully and without undue delay.

3.7 Flexible Working

Graphinixx recognises that flexible working arrangements may be particularly important to individuals with caring responsibilities, individuals with disabilities, or individuals seeking to balance work with other commitments. The organisation considers requests for flexible working arrangements fairly and in accordance with business need, and is committed to enabling employees to work flexibly where reasonably practicable.

4. RESPONSIBILITY AND REVIEW

4.1 Organisational Leadership

Senior management at Graphinixx are responsible for embedding equality and diversity principles within their areas of responsibility and for demonstrating personal commitment to this policy. Managers are expected to create inclusive team environments, to model respectful behaviour, and to address breaches of this policy promptly and fairly.

4.2 Human Resources Responsibility

The Human Resources department is responsible for implementing this policy, for providing guidance and support to managers and employees, and for monitoring compliance. The Human Resources department maintains records relating to equality and diversity issues and provides regular reporting to senior management.

4.3 Individual Responsibility

All individuals working for or with Graphinixx have a personal responsibility to comply with this policy and to treat others with respect. Individuals who witness potential breaches of this policy are encouraged to report concerns through the established reporting mechanisms.

4.4 Policy Review

This policy is reviewed annually and revised as necessary to ensure ongoing compliance with legal requirements and to reflect emerging best practice. The review is conducted by the Human Resources department in consultation with management and, where appropriate, employee representatives. The next review date is 11 May 2027.

4.5 Monitoring and Evaluation

Graphinixx monitors workforce composition, recruitment, promotion, training, and pay data disaggregated by protected characteristics to identify potential areas of inequality. Findings are reported to senior management and inform future action plans designed to promote equality within the organisation.

Document Authorised By: Senior Management Team, Graphinixx

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