

Equal Opportunity Policy

1. Purpose

This Equal Opportunity Policy affirms SelectUs Total's commitment to fostering an inclusive, respectful, and diverse workplace where all individuals are treated with fairness, dignity, and respect. The purpose of this policy is to outline our principles of non-discrimination, equal opportunity, and legal compliance, in accordance with UK legislation.

2. Scope

This policy applies to all SelectUs Total employees, job applicants, agency workers, contractors, interns, volunteers, and any individuals or third parties engaged in business with the company. It covers all aspects of the working relationship, including recruitment, selection, training, promotion, compensation, benefits, working conditions, and termination of employment.

3. Policy Statement

SelectUs Total is an equal opportunities employer. We are committed to ensuring that no individual receives less favourable treatment or is disadvantaged by unjustifiable conditions or requirements due to:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race (including colour, nationality, ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

These characteristics are protected under the **Equality Act 2010**.

Discrimination, harassment, victimisation, or bullying in any form will not be tolerated and will be addressed through appropriate disciplinary procedures.

4. Legal Compliance

This policy is designed to comply with and reflect the requirements of all applicable UK laws, including but not limited to:

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- **Equality Act 2010**
- **Employment Rights Act 1996**
- **Rehabilitation of Offenders Act 1974**
- **Human Rights Act 1998**
- **Health and Safety at Work Act 1974**

We are committed to operating in accordance with best practices as well as legal obligations.

5. Responsibilities

- **Management:** Responsible for promoting a culture of inclusion, enforcing this policy, and responding promptly to any concerns or complaints.
 - **Employees:** Expected to treat all colleagues and stakeholders with respect and to uphold the principles of equality and diversity.
 - **Human Resources (HR):** Responsible for embedding equal opportunity practices in recruitment and employment processes, providing training, and managing complaints.
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6. Complaint and Reporting Procedures

Any employee or individual working with SelectUs Total who believes they have experienced or witnessed discrimination, harassment, or victimisation should report it promptly. Reports can be made to a line manager, HR, or through our confidential reporting system.

All complaints will be investigated thoroughly, objectively, and in a timely manner. Retaliation against individuals who raise genuine concerns or participate in investigations will not be tolerated.

7. Training and Awareness

SelectUs Total will provide regular training and guidance to employees and managers on equality, diversity, and inclusion. This ensures understanding of responsibilities and supports a respectful and legally compliant work environment.

8. Review and Amendments

This policy will be reviewed at least annually or more frequently if needed to reflect changes in law or best practice. Updates will be communicated to all staff.



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9. Acknowledgment

All employees are required to confirm that they have read, understood, and agree to comply with this policy. Acknowledgment will be recorded as part of the onboarding and annual review process.

For any questions or further clarification, employees should contact the HR department.

SelectUs Total
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