

Equality and Diversity Policy

Acculabs Diagnostics UK Ltd (ALD) is dedicated to promoting equality, diversity, and inclusion to all its employees, without discrimination, encouraging a supportive and inclusive workplace in accordance with the **Equality Act 2010**. ALD aims to ensure that all employees and applicants are given equal opportunity to ensure individuals are respected and valued within the company.

This policy outlines ALD's commitments to equal opportunity in all aspects of employment, including recruitment, promotion, access to facilities, benefits and more, to prevent discrimination on the grounds of age, disability, sex, sexual orientation, race, religion or belief, gender reassignment, marriage or civil partnership or pregnancy and maternity. This is inclusive towards full-time, part-time, or temporary contracts where candidates for employment, promotion, training, or other benefits, will be based on their aptitude and ability. Exclusion in any instance can only be justifiable on the grounds of Health & Safety.

ALD recognises its responsibility towards equality and diversity and ensures adherence to this policy by:

- Ensuring all employees are made aware of the policy.
- Not discriminating based on any characteristics named in the Equality Act 2010.
- Positions are advertised sufficiently, in a manner that does not restrict an individual, to provide clear and accurate information so that applicants can assess their own suitability for the position.
- Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the position to a particular group of applicants. This will be clearly stated.
- All vacancies will be circulated internally before externally.
- All job descriptions and specifications will only include requirements that are necessary and justifiable for the effective performance of the position.
- All selection will be thoroughly conducted against defined criteria where only suitable applications will be assessed. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.
- ALD will put into effect reasonable measures and/or adjustments within the workplace for employees who are or become disabled.
- Employees will be provided with appropriate training regardless of age, disability, sex, sexual orientation, race, religion or belief, gender reassignment, marriage or civil partnership or pregnancy and maternity.
- All employees will be encouraged to discuss their career prospects and training needs with their Line Manager or the HR Department.
- To encourage employees to treat everyone, including patients and clients with dignity and respect.

- ALD emphasises that discrimination or harassment is unacceptable conduct which may lead to disciplinary action in accordance with the company's disciplinary procedure.
- Any complaints of discrimination will be pursued in accordance with the company's Grievance Policy.

This policy will be brought to the attention of employees, job applicants, customers, interns (work experience), stakeholders, and customers.

All staff should understand 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.

This policy will be reviewed annually to ensure all employment practices and procedures are fairly maintained to ensure that equality, diversity, and inclusion is continually promoted.