



WORKPLACE EQUALITY AND DIVERSITY POLICY

01: Introduction

At Enlight we respect and value diverse life experiences and heritages and are committed to promoting and providing equal opportunity in employment and avoiding discrimination at recruitment and during employment.

Enlight supports equal opportunities and hire people based on their experience, professional qualities, and qualifications. Enlight believes that cooperation between employees of different backgrounds and genders enhances its teams' creativity and productivity and weaves an excellent human fabric. The company has therefore chosen to advance and implement a workplace diversity policy – we believe that diverse human capital that reflects the diversity within the population allows us to move forward into a more inclusive and better reality.

Enlight views diversity in general, and the integration of people with disabilities in particular, as an important and material value, acts for the integration of employees with disabilities in all positions within the company and endeavors to provide them with an inclusive, accessible, and accommodating environment.

The aim of the policy is to communicate the commitment of the organisation to the promotion of equality of opportunity in Enlight amongst its employees, and its relationships with other stakeholders.

02: Principles

- Promote a working environment where all employees are treated fairly, with respect and dignity.
- Ensure that no-one is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance;
- Celebrate a diverse workforce to ensure fair treatment. Respect and value the differences of everyone;
- Promote an inclusive culture.
- Prevent discrimination, harassment and victimisation. All employees are entitled to a workplace free from harassment and discrimination;
- Challenge discriminatory behaviours or attitudes wherever they occur and respond swiftly and sensitively to any incidences of discrimination;

03: Scope of the Policy

Enlight will apply the principles of its Equality and Diversity policy in its interactions with other stakeholders such as suppliers, partners etc.

It covers the following:

- Recruitment, selection and promotion
- Terms and conditions of employment
- Professional development
- Safe working environment
- Leadership, management and accountability
- Grievances, disciplinary action and termination of employment

In cases where the application of the policy conflicts with national legislation, the legislation takes precedence.

04: Responsibility of the Policy

Enlight's Board has overall responsibility for the effective operation of this policy, and for ensuring compliance with the relevant statutory framework prohibiting discrimination in each of its areas of operation. The Board has delegated to the Officer of Employment Diversity the day-to-day responsibility for implementing the policy and ensuring its maintenance and review.

The HR department have particular responsibility for ensuring that all HR policies and procedures support the objectives of promoting equality of opportunity and eliminating unfair or unlawful discrimination. Managers are responsible for setting appropriate standards of behaviour, eliminating discrimination, providing equality of opportunity within their teams and for promoting a culture of tolerance and respect. All Enlight's employees are responsible for treating others with dignity and respect.

05: Recruitment, Selection and Promotion

The recruitment process must result in the selection of the most suitable person for the position in respect of experience, knowledge, skills and qualifications. It is against Enlight's policy (and in certain circumstances the law) to discriminate either directly or indirectly on any of the grounds contained within the policy statement at any stage of the recruitment process. Definitions of direct and indirect discrimination can be found below.

The job advertisement and job specification will specify clearly the knowledge, experience and skills required by the applicant. Selection for employment will be on the basis of relevant criteria, experience, aptitude and ability.

Accessibility for applicants with special needs will be considered in organizing the recruitment process. We will provide any reasonable.

06: Terms and condition of Employment

Enlight is committed to the principle of equal opportunities in employment and believes that as part of that principle all staff should be equally graded for the same work, or for work of broadly similar weight. Enlight believes that it should fairly reward the skills, experience and contribution of staff.

07: Safe Working Environment

Enlight prohibits all forms of physical or verbal harassment and discrimination. Please see the Human Rights Policy policy.

08: Grievance, Disciplinary Action and Termination of Employment

Enlight will ensure that, where applicable, grievance and disciplinary procedures are carried out fairly and uniformly for all employees, whether they result in the giving of disciplinary warnings, dismissal or other disciplinary action.

Enlight will monitor redundancy criteria and procedures to ensure that they are fair and objective and do not directly or indirectly discriminate against employees.

09: Breaches of this Policy

Staff should use the grievance procedure to make a formal complaint regarding any instance of harassment or discrimination.

Serious breaches of the Workplace Equality and Diversity Policy will constitute gross misconduct and give rise to disciplinary action up to and including dismissal.

Enlight is committed to protecting from retaliation those staff members who report what they reasonably and in good faith believe to be any instance of harassment or discrimination under the terms of this policy. 'Retaliation' or 'victimisation' means any direct or indirect action that might be recommended, threatened or taken to the

detriment of an employee who engaged in reporting misconduct or who is suspected of doing so. Retaliation against a person reporting breaches of this policy will lead to disciplinary proceedings up to and including dismissal.

10: Implementation ON-GOING

- Communicate the policy to employees, job applicants and relevant others
- Ensure that those who are involved in assessing candidates for recruitment or promotion are trained in non-discriminatory selection techniques.
- Collect and analyse information on the ethnic and racial background, gender, disability, sexual orientation and age of each member of staff and applicants for employment, to monitor each stage of the recruitment process. The information will be held in strictest confidence and will only be used to promote equality of opportunity.
- Will take a flexible approach to working arrangements. Request for changes will be considered carefully and objectively.
- Ensure team discussions on the policy take place. These are important to ensure key issues are explored at a local level and for creating joint ownership of the policy aims.
- Incorporate equal opportunities notices into general communications practices.
- Consult with employees regarding updates to the policy.
- Regularly review advertising, recruitment and application materials and processes, and this policy.
- Ensure that adequate resources are made available to fulfil the objectives of the policy.