



Anti-Discrimination and Harassment Policy

Introduction

This policy applies equally across all Supreme Group businesses (hereafter, “the Company”).

Scope

This policy applies in all Company workplaces and related settings, including both on Company premises (e.g. offices, warehouses) and outside, such as on the phone, virtually, or through email or other social media and/or during after-hours events such as, but not limited to, business meetings, dinners, training courses, and during work-related travel or between colleagues outside of work.

Equally, the policy applies to all Company employees (or approved 3rd party contractors representing the Company) on all client sites anywhere in the UK.

Principles

The Company is committed to promoting the fair and respectful treatment of individuals throughout the business.

The Company prohibits all discrimination with respect to age, race, gender, ethnic origin, nationality, religion, health, disability, marital status, sexual orientation, political or philosophical beliefs, trade union membership, or other characteristics protected by applicable laws and regulations.

The Company does not tolerate any form of violence, harassment, verbal abuse, or any other conduct that creates a hostile work environment or is offensive to the rights of employees, clients and their employees or anyone coming into contact with the Company’s activities.

This policy is established to ensure that discrimination and harassment of any kind is prevented or identified and addressed appropriately.

Responsibilities

Managers

In order to build inclusive teams, all Company managers should lead by example by modelling respectful and appropriate standards of behaviours and not tolerating disrespectful and inappropriate behaviour.

Company managers must;

- take steps to educate and make employees aware of their obligations under this policy and the law.
- act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard.

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- intervene quickly and appropriately when they become aware of inappropriate behaviour and help employees to resolve complaints informally.
- deal with allegations of discrimination and harassment at the onset.
- on receipt of a formal complaint or information from another employee about alleged discrimination or harassment or who otherwise observe or suspect any of the same, are required to report such conduct without delay to HR who will advise on the most appropriate course of action to take.

All Employees

Creating a discrimination- and harassment-free work environment is everyone's responsibility.

All employees (at all grades) can contribute to fostering an inclusive work environment, leading by example and demonstrating mutual respect and must not engage or participate in any harassing or discriminatory behaviours.

All employee deserves to be treated with respect and everyone has a responsibility to treat others with respect. Company employees can prevent discrimination and harassment by;

- if you feel comfortable doing so, you should respond to discriminatory or harassing conduct in a way that demonstrates that the conduct is unwelcome. However, you are not required to complain directly to the offending individual;
- participating in Company learning opportunities related to fostering a discrimination- and harassment-free workplace environment;
- report if you observe or experience any form of harassment or discrimination to your line manager in the first instance or to HR. Employees can also use the Company Whistleblowing procedure to make a confidential report.

Confidentiality and Protection Against Retaliation

The Company takes every measure to respect employee confidentiality. No employee will be subject to any form of retaliation for reporting in good faith, reports violations of this policy, or for cooperating with any issue requiring follow-up.

The Company will adopt the corrective measures that it deems proportionate and appropriate in relation to any violation of this policy. Measures may include, for example, training, counselling and/or disciplinary action that could result in enforcement action up to dismissal without notice.

Policy Review

This policy will be reviewed annually or sooner in the event of legislative or regulatory changes or operational experience. All amendments will be communicated throughout the Company.

Signed By: **Muhammad Khan**

CEO of SUPREME FACILITIES LTD

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