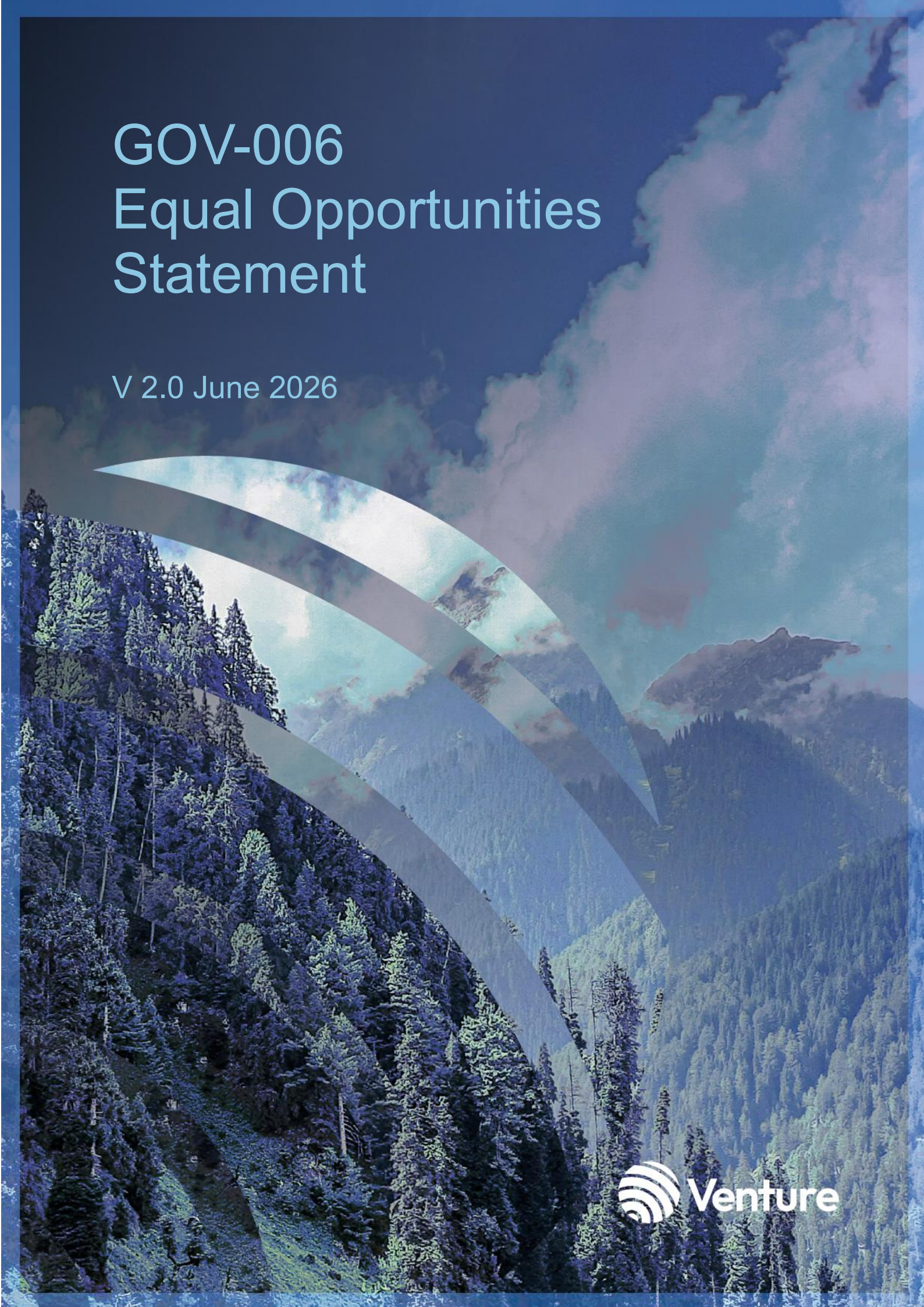
GOV-006 Equal Opportunities Statement

V 2.0 June 2026



Venture

Version	Date	Author	Changes Made	Next Review
2.0	01 June 2026	HR & Ops Director	Review of Handbook Policy	01 June 2027

Policy Overview

We are committed to promoting equal opportunities, eliminating discrimination, and fostering diversity, equity, and inclusion (DEI) in our workplace. Our goal is to create an environment where every employee feels respected, valued, and treated fairly based on their skills, performance, and commitment.

We have a zero-tolerance approach to discrimination and ensure that all employees, job applicants, customers, and suppliers receive equal treatment, regardless of:

- Age
- Disability
- Gender reassignment
- Marital or civil partnership status
- Pregnancy or maternity
- Race, colour, nationality, ethnic or national origin
- Religion or belief
- Sex or sexual orientation

This policy applies to all aspects of employment, including recruitment, pay, benefits, flexible working, training, promotion, conduct, grievance procedures, and termination of employment.

Responsibilities

Employer Responsibility

Venture is responsible for:

- Ensuring compliance with equality legislation.
- Preventing discrimination in the workplace.
- Providing equal opportunities in all employment-related decisions.
- Investigating complaints of discrimination or harassment fairly and confidentially.
- Ensuring a fair recruitment, promotions, and decision-making processes, free from bias.

Employee Responsibility

All employees must:

- Treat colleagues, clients, and suppliers with respect and fairness.
- Avoid any form of discrimination, harassment, or victimisation.
- Report any concerns regarding discrimination to the HR and Operations Director or their Line Manager.
- Attend mandatory diversity and inclusion training.

Training and Awareness

All employees will receive regular training to ensure awareness of equal opportunities, anti-discrimination laws, and unconscious bias. Line Managers will be given additional training to promote diversity and ensure fair decision-making in:

- Recruitment & hiring.
- Performance management & promotions.
- Workplace culture & conduct.

Prohibited Discrimination and Harassment

Discrimination, harassment, and victimisation are prohibited under this policy and are unlawful.

Examples include:

a) Direct Discrimination

Treating someone less favourably because of a Protected Characteristic (e.g., rejecting a job applicant due to their disability or gender identity).

b) Indirect Discrimination

A company policy that applies to everyone but disadvantages people with a particular Protected Characteristic (e.g. requiring full time work when part time flexibility is necessary for employees with disabilities or childcare needs).

c) Harassment

Unwanted behaviour related to a Protected Characteristic that creates an intimidating, hostile, or offensive environment (e.g., inappropriate jokes, sexual harassment, or derogatory comments). Further details are available in the Anti-Harassment & Bullying Policy.

d) Victimisation

Retaliating against someone who has raised a discrimination complaint or supported another employee's complaint.

e) Disability Discrimination

Failing to make reasonable adjustments for employees with disabilities or treating them unfairly due to their condition.

Recruitment and Selection

- Hiring decisions will be based solely on merit and ability.
- Recruitment processes will be reviewed regularly to ensure fairness and avoid bias.
- More than one person should conduct shortlisting and interviews where possible.
- Job advertisements will be inclusive and must not discourage applicants from diverse backgrounds.
- Health and disability-related questions will only be asked where legally permitted (e.g., assessing job capability or making reasonable adjustments).

Support for Employees with Disabilities

- Employees with disabilities are encouraged to disclose their condition confidentially to the HR and Operations Director to explore reasonable workplace adjustments.

- Venture will provide support and accommodations to ensure employees can perform their role effectively.

Third Party Harassment

We take harassment by customers, suppliers, or other third parties seriously and will take reasonable steps to prevent and address such incidents. Employees should report any concerns immediately to the HR and Operations Director or their Line Manager.

Fair Treatment in the Workplace

This policy applies to all employment decisions, including:

- Recruitment & promotion.
- Salary, pay reviews, and bonuses.
- Training, career development, and mentoring.
- Grievance and disciplinary processes.
- Workplace relationships & conduct.
- Exit and termination processes.

Monitoring and Compliance

To ensure the effective operation of this policy:

- We may collect anonymous diversity data to monitor equal opportunities.
- The HR and Operations Director will conduct regular reviews to ensure compliance.
- Employees will have the opportunity to review and correct their personal records.

Reporting Concerns and Complaints

If you believe you have experienced or witnessed discrimination:

1. Raise the issue with your Line Manager or the HR and Operations Director.
2. If unresolved, follow the Grievance Procedure.
3. Complaints will be handled confidentially, and retaliation against employees who report concerns will not be tolerated.

Breaches of Policy

Any breach of this policy will be treated as misconduct and may result in disciplinary action, up to and including dismissal. False allegations made in bad faith may also be subject to disciplinary action.