

## Equal Opportunities Policy

Cirkularis8 Ltd is determined to maintain its reputation as a reputable company which will not tolerate fraud, corruption or abuse of position for personal gain, wherever it may be found in any area of its activities.

It is the policy of Cirkularis8 Ltd to ensure that no job applicant, employee or sub-contractor receives less favorable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable.

Cirkularis8 Ltd is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.

The company recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the company's and employees' best interests.

Cirkularis8 recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.

The application of recruitment, training, and promotion policies to all individuals will be based on job requirements and the individual's ability and merits.

All employees of Cirkularis8 Ltd will be made aware of the provisions of this policy.

### Recruitment and Promotion

Job advertisements for vacancies will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this group, in which case this must be clearly stated.

All job descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.

All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

### Employment

Cirkularis8 Ltd will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.

All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, and will be encouraged to discuss their career prospects and training needs with their Line Manager.

### Grievances and Victimisation

Cirkularis8 Ltd emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the company Disciplinary Procedure held within the Employee Handbook.

Any complaints of discrimination will be pursued through the company Grievance Procedure held within the Employee Handbook.

**Who is responsible for the policy?**

The Founder has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

The Founder has primary and day-to-day responsibility for implementing this policy, and for monitoring its use and effectiveness and dealing with any queries on its interpretation. Management at all levels are responsible for ensuring those reporting to them are made aware of and understand this policy and are given adequate and regular training on it.

**Monitoring and Review**

The Operations Director will monitor the effectiveness and review the implementation of this Policy on an annual basis considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible.

Individuals working for or on behalf of Cirkularis8 are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the Operations Director.

This policy does not form part of any employee's contract of employment and it may be amended at any time.

**Signed:**



**Kristoff DuBose**  
Founder

**Date: 01.07.2019**