

**Equal Opportunities and
Diversity Policy**

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1 Equal opportunities and Diversity statement

- 1.1 NorthEdge Capital is committed to promoting equal opportunities in employment. Any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**Protected Characteristics**).

We are committed to enhancing diversity efforts across all underrepresented groups in our business and in our portfolio, because we recognise that having a diverse and equitable culture can lead to faster growth, productivity and innovation - ultimately creating more value for all stakeholders.

2 About this policy

- 2.1 This policy sets out our approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.
- 2.2 Lucie Mills, as Partner is responsible for this policy and any necessary training on equal opportunities.
- 2.3 This policy does not form part of any employee's contract of employment and we may amend it at any time. The purpose of this policy is to:
- ▶ Explain the NorthEdge principles on equality and diversity
 - ▶ Provide a framework for putting the principles into practice
 - ▶ Explain the types of behaviours that are not acceptable.

3 Discrimination

- 3.1 The Equality Act 2010 offers protection to individuals with 'protected characteristics' and ensures that they are not treated less favourably because of their:

- ▶ age
- ▶ disability
- ▶ gender reassignment
- ▶ marriage or civil partnership
- ▶ pregnancy and maternity
- ▶ race (including colour, nationality, and ethnic or national origin)
- ▶ religion or belief
- ▶ sex
- ▶ sexual orientation

Discrimination is unlawful when it takes place on the grounds of any one of the above characteristics. Additionally, the law prohibits:

- ▶ paying different rates of pay to men and women for the same work, work rated as equivalent, or work of equal value (i.e., there is a right to equal pay);
- ▶ treating part-time or fixed term employees less favourably than comparable full-timers unless the treatment is justified on objective grounds;
- ▶ giving instructions or putting pressure on others to discriminate;
- ▶ victimising individuals who have made allegations or brought claims of discrimination or assisted others to do so; or
- ▶ harassment of colleagues and third parties we deal with in the course of our work (e.g., suppliers, visitors)

3.2 The following forms of discrimination are prohibited under this policy and are unlawful:

- 3.2.1 **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
- 3.2.2 **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
- 3.2.3 **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-harassment and Bullying Policy.
- 3.2.4 **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- 3.2.5 **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

4 Recruitment and selection

- 4.1 Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible.
- 4.2 Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying. They should include the equal opportunities and diversity statement.
- 4.3 Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.
- 4.4 Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

A copy of our Recruitment policy and guidelines can be found on our website

5 Disabilities

- 5.1 If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

6 Part-time and fixed-term work

- 6.1 Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

7 Breaches of this policy

- 7.1 We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.
- 7.2 If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or Anti-harassment and Bullying Policy. Complaints will be treated in confidence and investigated as appropriate.

- 7.3 You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.