



Equal Opportunities Policy

At Vita Admin Solutions Limited, we are steadfast in our commitment to fostering equal opportunities in employment. We uphold the principles of fairness and impartiality, ensuring that all individuals, including job applicants and employees, receive equitable treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, color, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation (Protected Characteristics).

About this Policy

This policy outlines our approach to equal opportunities and the prevention of discrimination within the workplace. It encompasses all aspects of employment, including but not limited to recruitment, compensation, training, performance evaluations, promotions, conduct at work, disciplinary actions, grievance procedures, and terminations.

The HR Manager oversees the implementation of this policy and ensures necessary training on equal opportunities.

This policy is not a contractual component of any employee's employment and may be subject to amendments at any time.

Discrimination

Individuals must not engage in unlawful discrimination or harassment against others, encompassing current and former employees, job applicants, clients, customers, suppliers, and visitors. This prohibition applies within the workplace, outside the workplace (during business interactions), and at work-related events or trips, including social gatherings.

Prohibited forms of discrimination under this policy include:

- Direct discrimination: Treating someone unfavorably due to a Protected Characteristic.
- Indirect discrimination: Practices affecting certain groups more than others without justification.
- Harassment: Unwanted conduct related to a Protected Characteristic that

creates a hostile environment.

- Victimisation: Retaliation against those reporting discrimination or harassment.
- Disability discrimination: Unjustified unfavorable treatment due to disability and failure to make reasonable adjustments.

Recruitment and Selection

Recruitment, promotions, and selection processes will be based on merit, avoiding discriminatory criteria.

Vacancies will be advertised widely, avoiding language that may discourage specific groups from applying.

Applicants should not face discriminatory questions or health-related inquiries before a job offer, except in limited legal circumstances.

Disabilities

We encourage employees with disabilities to disclose their condition, enabling us to consider suitable reasonable adjustments or support.

Part-time and Fixed-term Work

Part-time and fixed-term employees will receive equitable treatment comparable to full-time or permanent employees unless justified otherwise.

Breaches of this Policy

Breaches will be addressed according to our Disciplinary Procedure, with serious instances considered gross misconduct leading to dismissal.

Complaints of discrimination can be raised through our Grievance Procedure or Anti-harassment and Bullying Policy, ensuring confidentiality and appropriate investigation.

Individuals reporting discrimination should not face retaliation. However, false allegations made in bad faith will be treated as misconduct.

Vita Admin Solutions Limited is dedicated to creating an inclusive workplace where diversity is valued and everyone is treated with respect and fairness.