



CCS Group Limited and its subsidiaries, Cleshar, ITS and GPX, are committed to opposing all forms of discrimination and disadvantage within the workplace. We support the right of everyone to be treated fairly and with dignity and respect, and to work in an environment free of discrimination. This is founded on our Group value messages of respect, integrity and honesty and our commitment to considering the rights of others.

We aim to create a totally inclusive environment that respects the diversity of staff and enables every individual to derive maximum benefit and satisfaction from working for the Group. We value everyone and appreciate and welcome the experiences and benefits that a diverse workforce brings.

Our policy underpins all other Group policies, management plans, strategies, and procedures.

In implementing the policy, we ensure that:

- All employees of the Group, and all third parties working on behalf of the Group and on Group premises, are fully aware of and promote the policy and its principles
- Where necessary, employees undertake appropriate training to increase their understanding of diversity, equality and inclusion
- All employees take personal responsibility for implementing equality and diversity principles, treating all colleagues, customers, suppliers, subcontractors and the public with fairness, dignity and respect, and respectfully challenging unwelcome or unacceptable behaviour by others
- All equality and diversity processes comply with anti-discriminatory legislation and codes of practice, in particular, the Equality Act 2010 and Human Rights Act 1998

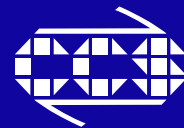
The Group is committed to providing employees with equality of opportunity in all areas of employment and business regardless of age, gender identity, ethnicity or race, nationality, disability (both physical and mental) religion or beliefs, sexual orientation, marital or civil partnership status, working patterns, caring responsibilities, pregnancy, political affiliation or trade union membership.

This commitment applies to all aspects of employment, teaching and learning, including:

- Recruitment and selection, including advertisements, job descriptions, interview, and selection procedures
- Induction and probation for staff
- Staff appraisal
- Staff remuneration
- Staff promotion and training
- Staff disciplinarys and grievances
- Recruitment, selection, and enrolment of learners
- Curriculum content and development
- Course delivery and assessment
- Teaching and learning materials and methods
- External contracts
- Self-Assessment
- Learner disciplinarys
- Selection for redundancy

To achieve this, our objectives are to:

- Be an exemplary equal opportunities employer across all our activities, and at all times
- Maximise the opportunities that enable diverse talent to join and remain in the Group



- Maintain a working environment where discrimination, harassment, victimisation and bullying are not tolerated, and support this with a well-defined grievance procedure
- Implement a fair and open-to-all recruitment process, maximising our chances of recruiting the best possible talent
- Ensure remuneration, benefits and terms and conditions are agreed in a fair, unbiased and objective manner
- Actively encourage representatives of the community in which we do business and, in particular, members of under-represented groups to apply for employment opportunities
- Provide equal access to all training and career opportunities, enabling individuals to develop to their full potential
- Ensure our performance management systems, including appraisals and promotions, are applied equitably and do not disadvantage certain groups or individuals
- Increase awareness of our commitment to equality and diversity among our own employees and our customers, suppliers and subcontractors
- Monitor recruitment, training and promotion on a regular basis, ensuring that we meet our goals to attract talent from all sections of the community
- Review all Group processes and procedures regularly to ensure that they do not unfairly discriminate
- Breaches of this policy will be regarded as misconduct and could lead to disciplinary proceedings

Promotion of policy

CCS will promote this policy to all employees as part of the induction process. Promotion to learners/apprentices will form part of their induction process. This policy is made available via our website, notice boards in all centres/locations and in the handbooks for learners/apprentices and employees. It should be read in conjunction with the Group's Workplace Harassment Policy, Business Ethics Policy and Human Rights Policy.

Communicating this policy

All employees or learner/apprentice are instructed to follow the policy as soon as they join the business as part of the recruitment and/or learner induction process. This applies to all people and all aspects of their employment and/or training journey. The policy is communicated to all staff via our intranet and is reviewed annually to ensure that it continues to reflect the absolute commitment of the Group to embedding equality and diversity in the workplace.

Michael Hesnan
Joint Managing Director

Andy Redican
Joint Managing Director