

## **EQUAL OPPORTUNITIES & DIVERSITY POLICY**

It is the policy of Richardson to treat all employees and job applicants fairly and equally regardless of the sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, disability or union membership status.

Furthermore, Richardson will ensure that no requirement or condition will be imposed without justification which could disadvantage individuals purely on any of the above grounds.

The policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer, and every other aspect of employment.

Diversity is about understanding, recognizing, respecting and valuing differences between others. Equality is about managing differences so that everyone has equality of opportunity through a fair and consistent approach to the application of rules, policies and procedures. We recognize that sometimes this will mean treating people differently.

We are committed to providing services which embrace diversity and that promote equality of opportunity.

The Company will regularly review its procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant individual abilities and merits. The Company is committed to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective.

The overall responsibility for the policy lies with Simon Wright, Managing Director. However, all staff are required to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity. The details are covered within the company handbook section 6.

Signed:



Simon Wright  
SHE Director

January 2026