

## EQUALITY, INCLUSION, AND DIVERSITY POLICY

### A) Introduction

The Company is committed to fostering a workplace where all employees are treated with dignity and respect and can contribute to their fullest potential without fear of discrimination, victimisation, or harassment.

As an equal opportunities employer, we aim to create an inclusive environment that celebrates diversity and ensures equality by avoiding unfair or unlawful discrimination. No applicant or employee will be disadvantaged based on age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Decisions will always be based on merit and job requirements.

Our commitment to Equality, Inclusion, and Diversity means:

- **Equality:** Providing everyone with the same opportunities to reach their potential.
- **Inclusion:** Ensuring all employees feel valued and can be themselves at work.
- **Diversity:** Embracing and celebrating the unique differences of our workforce.

This policy applies to all areas of employment, including recruitment, selection, training, promotion, and career development. Responsibility for implementing and monitoring this policy lies with the Management Representative. All employees are expected to uphold these principles, and breaches may result in disciplinary action.

### B) Recruitment and Selection

Our recruitment and selection processes are designed to ensure fairness, transparency, and alignment with this policy. Key principles include:

- Job advertisements will be accessible and inclusive, avoiding discriminatory language.
- Job descriptions and specifications will focus on role requirements and align with this policy.
- Applicants will be assessed solely on their ability to perform the role.
- Selection criteria and procedures will be reviewed regularly to avoid bias.
- Shortlisting and interviews will involve multiple assessors where possible.
- Recruitment processes will accommodate candidates' individual needs where reasonable.

We are committed to providing equal opportunities throughout the hiring process and ensuring fair treatment for all applicants.

### C) Training and Promotion

The Company supports the continuous development of its employees.

- All employees will have equal access to training, development, and promotion opportunities.
- Senior staff will receive training to implement this policy effectively and promote a culture of inclusion and fairness.
- Promotions will be based on merit, aligning with the principles of this policy.

### D) Monitoring and Compliance

To ensure the effectiveness of this policy, the Company will:

- Regularly review employment data, including recruitment, training, and promotion records, to identify and address disparities.
- Monitor the representation of diverse groups within the workforce.
- Adjust practices as necessary to enhance equality of opportunity and inclusivity.

Monitoring data will be used solely for compliance and improvement purposes and handled with confidentiality.

## E) Our Commitment

### As an Employer:

- We are dedicated to creating an environment where individual differences are valued.
- All employees are entitled to a workplace free from intimidation, bullying, or harassment.
- Training, development, and career progression opportunities are available to all staff.

### As a Service Provider:

- We aim to deliver services that meet the diverse needs of our clients, free from discrimination or bias.
- Procedures are in place for clients, candidates, and employees to raise concerns or complaints about unfair treatment.
- Breaches of this policy will be treated as misconduct and may result in disciplinary action.

## F) Policy Statements

The Company is committed to promoting equality and addressing specific challenges faced by different groups.

- **Age:** We will ensure respect for individuals of all ages and challenge age-related stereotypes.
- **Disability:** Reasonable adjustments will be made to ensure equal access and opportunities for disabled individuals.
- **Race:** We will promote race equality, address racism wherever it occurs, and celebrate cultural diversity.
- **Gender:** We will support gender equality, including addressing the needs of transgender individuals.
- **Sexual Orientation:** We will promote inclusivity for LGBTQ+ individuals and challenge discriminatory attitudes.
- **Religion or Belief:** We will respect religious practices and beliefs while ensuring they do not infringe on others' rights.
- **Pregnancy or Maternity:** We will support individuals during pregnancy and maternity leave, ensuring no disadvantage.
- **Marriage or Civil Partnership:** We will ensure equality and respect for all marital and partnership statuses.
- **Equal Pay:** We are committed to equal pay for work of equal value, ensuring fairness in compensation practices.

## Conclusion

This policy is fully supported by the Managing Director and will be reviewed annually to ensure ongoing compliance and effectiveness.



**Cumhur KANTARCI**  
*Managing Director*  
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