



Equality & Diversity Policy

Purpose

ICS is committed to promoting an inclusive working environment, equality of opportunity and encouraging equality and diversity throughout our entire organisation. We recognise that by achieving this, our people will feel respected and able to give of their best. To that end the purpose of this policy is to provide equality and fairness for all in our employment. [It is unlawful to discriminate on the grounds of: sex, race, disability, sexual orientation, religion/belief, age or gender reassignment.] We oppose all forms of unlawful and unfair discrimination.

This policy is intended to aid the development of good employment practices and to promote inclusivity, equality and opportunity for all people who are currently employed by the Company and for job applicants on the basis of merit and the ability to do the job concerned.

Scope The Company values a diverse workforce and promotes inclusivity for all workers including employees, potential employees, contractors, consultants and sub-consultants in all areas of employment, promotion, and training or in the provision of benefits.

Key Principles

- The Company aims to ensure that no employee (or potential employee) is discriminated against, harassed or victimised either directly, indirectly, perceived or by association, on the grounds of (protected characteristic covered by the law); these currently are sex, race, disability, sexual orientation, religion/belief, age, gender reassignment. The Company commits itself to promote equal opportunities and will keep under review its policies, procedures and practices to ensure that people are not disadvantaged by conditions which cannot be shown to be genuine occupational requirements.
- The Managing Director is responsible for the effective implementation of this policy.
- It is the duty of every person in our employment to accept their personal responsibility for the practical application of the policy.
- Temporary employees, agency staff, contractors and suppliers providing goods or services to the Company will be advised that, as part of their contract obligations when working on the Company's premises or on its instructions, they will be expected to carry out their duties with due regard to this policy.
- Deliberate breaches of this policy will be regarded as disciplinary matters and direct or indirect discrimination including racial and sexual abuse and harassment shall be treated as disciplinary offences.
- All complaints of discrimination, harassment or victimisation shall be processed through the Company's Grievance Procedure.

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Responsibilities

- The Directors have the primary legal and moral responsibility for ensuring that discrimination does not occur and is met by an effective policy which is continually monitored. The directors are liable (together with their employees) for any acts of unlawful discrimination by their employees even when such acts are carried out without the director's knowledge or approval.
- All levels of management have a responsibility for ensuring that their employees are fully aware of this policy and the implementation programme. Managers have a particular responsibility not to discriminate in the provision of their services nor in the recruitment and selection of employees.
- Directors, Managers, Employees and other people engaged by the Company should:
 - o Co-operate with measures introduced by the Company to ensure equal opportunity and to prevent unlawful discrimination.
 - o Not harass, bully, abuse or intimidate employees or potential employees. Not induce, or attempt to induce, other employees or management to practise discrimination, whether covered by the Acts or the additional requirements agreed by the Company. An example would be trying to persuade a manager or supervisor not to employ a particular person because of their race or sex.
 - o Not victimise or attempt to victimise individuals on the grounds that they have made complaints or provided information on discrimination.
 - o Not make remarks or commit acts of a racist or sexist nature.
 - o Draw the attention of management to suspected incidents of discrimination in employment.
 - o Carry out their duties with due regard to this policy.
- Tendering companies may be asked to detail their convictions relating to equal opportunities legislation. This information would be taken into consideration when awarding the relevant contract.


Recruitment and Selection

The intention of the recruitment and selection procedure is to ensure the most appropriate response to all employment vacancies in the Company. No job applicant may be discriminated against, either directly, indirectly, perceived or by association on the grounds of sex, race, disability, sexual orientation, religion/belief, age or gender reassignment- or be disadvantaged by conditions or requirements which cannot be justified by the needs of the job.

The selection process will be carried out according to objective, job-related criteria. The effectiveness of the policy will be determined to a great extent by this aspect of the employment procedure. The Company will endeavour, through appropriate training when required, to ensure that employees when making selection decisions will not discriminate, whether consciously or subconsciously, in making those decisions.

Training, Promotion and Career Development

All employees regardless of sex, race, disability, sexual orientation, religion/belief, age or gender reassignment, working pattern, level, status, location or function have an equal opportunity to develop in line with the business aims and objectives. It is recognised that some programmes or practices may need to be adapted, prioritised or modified to reflect the specific requirements of the business.



Andrew Kasekende
Director

July 17, 2020