

Vyce Equality, Diversity & Inclusion Policy

Last Updated: 4th March 2025

1. Policy Statement

Vyce Contracts Limited is committed to promoting equality, diversity, and inclusion (EDI) in the workplace. We recognise that discrimination and victimisation are unacceptable and that fostering an inclusive environment benefits both our employees and business. Our goal is to ensure that no employee or job applicant receives less favourable treatment based on protected characteristics, as outlined in the Equality Act 2010:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

We aim for our workforce to be representative of society and for all employees to feel respected, valued, and empowered to perform at their best. Vyce Contracts Limited opposes all forms of unlawful discrimination, harassment, and victimisation.

This policy aligns with statutory requirements and incorporates best practices outlined by the Equality and Human Rights Commission (EHRC), relevant UK Government Departments, and other statutory bodies.

2. Our Commitments

Vyce Contracts Limited is committed to:

✓ Creating an inclusive culture where individual differences and contributions are recognised and valued. ✓
Providing equal opportunities in recruitment, promotion, and career development based on merit and ability. ✓
Ensuring a respectful workplace where intimidation, bullying, and harassment are not tolerated. ✓ Regularly reviewing employment practices to promote fairness and remove bias. ✓ Providing EDI training to all employees, with specialist training for managers involved in recruitment and leadership. ✓ Enforcing disciplinary action for any breaches of this policy. ✓ Monitoring and assessing the effectiveness of our equality and diversity policies annually.

This policy is fully supported by senior management and has been developed in consultation with employee representatives.

3. Responsibilities

Management Responsibilities

Vyce's CEO and senior leadership are responsible for ensuring effective implementation of this policy. Each manager must:

- Ensure all employees understand the policy and their responsibilities.
- Address grievances and complaints related to discrimination or harassment promptly and fairly.
- Maintain accurate records of recruitment, training, and promotions to assess compliance.
- Promote a culture of respect and inclusion in their teams.

Employee Responsibilities

All employees are responsible for:

- Complying with this policy and treating colleagues with dignity and respect.
- Not engaging in discriminatory behaviour, harassment, or victimisation.
- Reporting any concerns about discrimination, harassment, or unfair treatment to their line manager or HR.
- Challenging inappropriate behaviour and promoting a diverse and inclusive workplace.

Third-Party Responsibilities

Vyce Contracts Limited will not tolerate third-party harassment against employees by clients, customers, or suppliers. Employees experiencing harassment should report the issue to their manager immediately. Vyce will take all necessary steps to investigate and address the matter.

4. Support for Disabled Employees

Vyce Contracts Limited is committed to supporting employees with disabilities by:

- Making reasonable adjustments to work environments, job roles, or equipment.
- Providing additional support or training where needed.
- Ensuring full accessibility in recruitment and career development opportunities.

Managers should seek guidance from external agencies where appropriate to maintain equal opportunities for disabled employees.

5. Training & Awareness

Vyce Contracts Limited provides regular training on equality, diversity, and inclusion:

🔴 Induction training covering EDI principles for all new employees. 🔴 Specialist training for managers on recruitment, unconscious bias, and discrimination law. 🔴 Annual refresher sessions to reinforce best practices.

6. Monitoring & Reporting

To assess the effectiveness of this policy, Vyce Contracts Limited will:

📊 Collect and analyse employee data (e.g., gender, ethnicity, disability status, length of service) to monitor workplace diversity. 📊 Conduct regular equality impact assessments on recruitment, promotions, and training opportunities. 📊 Maintain records on disciplinary actions, grievances, and complaints related to discrimination or harassment. 📊 Develop action plans to address disparities in workforce representation.

All data collected will be confidential and used solely for monitoring purposes.

7. Reporting & Grievance Procedures

Employees have the right to report discrimination, harassment, or victimisation through the company's Grievance and Harassment Procedures.

 How to report:

- Raise concerns with your line manager.
- Escalate issues to HR or senior leadership.
- Use Vyce's confidential reporting line for sensitive matters.

 Discrimination and victimisation will be treated as disciplinary offences and dealt with accordingly.

8. Policy Review & Compliance

This policy will be reviewed annually by senior management to ensure ongoing compliance with:

- Equality Act 2010
- UK Human Rights Act 1998
- Employment Rights Act 1996
- Relevant EHRC Codes of Practice

For any questions or further information, contact:

- HR Department: hello@vyce.io
- Website: www.vyce.io/contact

This policy reflects Vyce Contracts Limited's commitment to fostering a diverse, inclusive, and equitable workplace for all.