



## EQUALITY, DIVERSITY AND INCLUSION (EDI) POLICY STATEMENT

### EDI Statement

record UK Ltd is committed to valuing diversity and promoting equality. We seek to maximise the potential of all our staff and we embrace our multicultural and diverse organisation.

Our EDI Policy commits us to ensuring that there is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of age, disability, gender including transgender, marital status including civil partnerships, pregnancy and maternity, political opinion, race/ethnicity, religion and belief, sexual orientation, socioeconomic background, previous convictions, trade union activity or membership, or on any other grounds which are irrelevant to making the best business decision.

Our Equality Policy takes account of all relevant legislation. We strive to follow both the letter and the spirit of all discrimination law.

### Guiding Principles

We believe unjustified discrimination is a barrier to strength in the business from equality, diversity and inclusion. We are committed to:

- Understanding, valuing and working constructively with all diversity to enable fair and full participation in our work activities
- Ensuring that there is no unjustified discrimination in our recruitment, selection, training, performance management and other processes
- Treating all individuals with whom we work with fairness, dignity and respect

We will always make the right business decisions irrespective of:

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

All staff are required to ensure their behaviour is consistent with this policy. We also require that clients, customers, partners and suppliers be made aware of this policy and operate within it. Record UK Ltd will review the policy at least every three years to help ensure it reflects good practice and new legal and regulatory developments.

Sign:

  
Mark Ayton  
Managing Director

Date: 01<sup>st</sup> October 2018