

DONKEY REPUBLIC

Equal Opportunity & Diversity Policy

Donkey Republic is an equal opportunities employer, committed to equality of opportunity and to providing a service, which is free from unfair and unlawful discrimination.

This policy is set out to ensure that no employee or applicant receives more or less favourable treatment on the grounds of age, disability, gender, marriage or civil partnership, pregnancy or maternity, religion, race, belief, sex or sexual orientation. Or is by any means disadvantaged by conditions or requirements not shown to be relevant to performance and to ensure that no individual is victimised or subjected to harassment.

We respect people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees are covered by this policy and it applies to all areas of employment including recruitment, training, career development, and promotion. The aim of the policy is to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect exists. To ensure this all areas will be monitored and policies and practices amended as and when necessary.

- The Implementation and monitoring of this policy is the responsibility of the COO
- Personnel policies and procedures are to be administered with the objective of promoting equality of opportunity and eliminating discrimination.
- This policy and the complaints procedure will be communicated to all workers and their representatives, and will also be accessible through the company website.
- All employees, partners and suppliers whether part time, full time or temporary, are to be treated fairly and with respect.

- Employment selection, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will receive equal assistance and be encouraged to develop their full potential.
- Equal opportunities, encouraging diversity and compliance with the law is to the benefit of all individuals in society, but also to our Company as we seek to develop the skills and abilities of our employees.
- Although the specific responsibility for eliminating discrimination and providing equal opportunities lies with the departmental managers and supervisors. All employees at all levels have a responsibility to treat others with dignity and respect.
- The personal commitment of all Donkey Republics employees to this policy and application of its principles are deemed essential to the elimination of discrimination and securing equality throughout the Company.

Our commitment as an equal opportunities employer

- All employees are entitled to a working environment that promotes dignity and respect to all. Therefore no form of intimidation or harassment will be tolerated.
- To secure a working environment in which the individual differences and contributions of our staff are recognised and valued.
- Our training and development opportunities will be available to all our employees
- We will promote equality in the workplace as good management practice and sound business sense.
- We will regularly review all our employment and personnel development practices and procedures to ensure equality and fairness.

Our commitment as an equal opportunities service provider

- We are committed to providing services that all clients are entitled to regardless of age, gender, marital status and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or social standing.
- We will regularly assess the diverse needs of our clients make sure that our services are delivered equally, as we strive to meet these needs.
- We have clear procedures that enable our clients, job applicants and employees to make a complaint if they feel they have been unfairly treated.
- Any breaches of this policy will be regarded as misconduct and may lead to disciplinary proceedings.
- This senior management fully support this policy, which has been agreed with employee representatives.
- Donkey Republics Equality and Diversity Policy will be monitored and reviewed annually.

Equal opportunity and diversity policy statements

Gender

We commit to:

- Offering equal access for female, male & transgender employees to representation, services, employment, training and pay and encourage our partners to do the same.
- Take positive action to redress the negative effects of discrimination against women, men and transgender people.

Age

We commit to:

- Challenging discriminatory assumptions about younger or older people.
- People of all ages being treated with respect and dignity;
- People of all ages being given equal access to our employment, training, development and promotion opportunities

Sexual orientation

We commit to:

- Ensuring that we take account of the needs of lesbians, gay men and bisexuals whilst promoting positive images of transgender & bisexuals.

Marital status / Civil partnership

We commit to:

- Challenging discriminatory assumptions about and take into account the needs of our employees' marriage or civil partnership.

Pregnancy / Maternity

We commit to:

- Promoting a positive image and ensuring that people are treated respectfully during pregnancy or maternity and that we take into account the needs of our employees during pregnancy or maternity.

Race

We commit to:

- Swift and sensitive reaction to race related incidents, whilst actively promoting race equality within the company.

Religion / Belief

We commit to:

- Respecting and accommodating the religious beliefs and related observations of our employees wherever possible, whilst ensuring the expression of those beliefs does not impinge on the legitimate rights of others.

Disability

We commit to:

- Challenging discriminatory assumptions about disabled people and to providing reasonable adjustments to ensure disabled people have access to our services and employment opportunities

Ex- offenders

We commit to:

- The prevention of discrimination against our employees regardless of their previous offences, unless there is a known risk to vulnerable adults or children

Equal pay

We commit to:

- All Employees, male or female, have the right to the same contractual pay and benefits for carrying out the equivalent work or work of equal value.