

Equality and Diversity Policy

Who this policy applies to?	This applies to all efiL Limited employees and associates
Policy Statement	At efiL Limited we are committed to individual's commitment to investing in themselves, as well as development a sustainable and profitable business. A key element of this is a positive attitude to diversity, equality and inclusion is part of efiL's Code of Conduct. We believe that it is important that the composition of our workforce is representative of the community in which we do business. We will rise to the challenge of making efiL Limited a place where diversity of background and thinking is both welcomed and valued.
Outcomes	The Management Team for efiL Limited is fully committed to this Policy and through its implementation we will achieve these outcomes: • Respect for Everyone - We are committed to treat people with respect and courtesy, no matter what their background or personal characteristics. This includes: ○ All employees, associates and workers ○ Trade contractors and their employees ○ Our suppliers ○ Our clients and their representatives ○ People in the communities and localities in which we operate; and ○ Anyone else who has contact with efiL Limited Everyone has the right to work with efiL Limited without fear of bullying, harassment and victimisation • Open Recruitment - All employment opportunities in efiL Limited are publicised in an open manner that is appropriate to the location and role requirements. Our aim is to ensure that the widest possible group of suitable applicants are aware of opportunities to work at efiL Limited. This will maximise our chances of recruiting the best possible talent from all sections of the communities in which we operate. We will look to actively communicate potential employment opportunities to groups who are currently under-represented within the workforce. • Recognition of Value of Diversity – efiL Limited recognises that diversity is a positive attribute and understands and welcomes the differences and benefits that a diverse workforce brings. • Importance of Merit - All selection and promotion decisions should be based on identifying the best possible candidate using fair, unbiased and objective criteria. • efiL Limited should be a truly inclusive place to work for everyone. Everyone who works for efiL Limited will have an equal opportunity to make a contribution.

Equality of Opportunity	efiL Limited is committed to providing equality of opportunity in all areas of employment and business. All employees at efiL Limited are to be provided with equal opportunities to achieve their full potential, and are to be equally respected and valued. At efiL Limited we will not tolerate discrimination, harassment, victimisation, bullying or any other form of unfair treatment towards anyone on the basis of the following additional personal characteristics: • Age • Gender, including transgender • Ethnicity or Race • Nationality • Disability • Religion or Faith • Sexual Orientation • Marital status, (including Civil Partnerships) • Social/regional background • Career history • Membership or non-membership of a trade union This list of personal characteristics is not exhaustive. At efiL Limited we will adhere to all legislation and international agreements that are relevant to Diversity and Equality. This includes specific anti-discrimination legislation as well as general employment legislation.
Complaints	All complaints will be dealt with seriously, promptly and confidentially. Any employee who is found to unfairly discriminate against another employee or potential employee due to the characteristics listed above will be guilty of a disciplinary offence. They will therefore be dealt with in accordance with the efiL Limited disciplinary procedure. In certain circumstances an offence of this nature may constitute gross misconduct, resulting in summary dismissal.
Monitoring	We will seek to improve the quality of data regarding diversity within our own workforce in order to ensure that we are meeting our goals to attract talent from all sections of the community. This data is kept securely and in confidence for all employees during their employment. Only authorised employees will have access to this information, which is not disclosed other than as required by law.
Responsibility	This Equality and Diversity Policy is led and fully supported by the efiL Limited Management Team. The Management Team will be responsible for the implementation of the Policy and will formally review it at least once a year. As part of this Equality and Diversity policy every efiL Limited employee has the following responsibilities: • Familiarise themselves with this policy and undertake any training provided by efiL.

	• Focus on increasing their awareness of equality, diversity and inclusion. • To treat everyone with respect and courtesy, whether a colleague or external contact. • To not make comments, or take actions, that could be perceived as discriminatory, harassing, victimising, bullying, or disrespectful even if they are not made with that intention. For example, banter with a colleague that is not seen by that colleague as unwelcome, but could be offensive to an observer. • To respectfully challenge colleagues, and other people at work, whose behaviour could be seen as unwelcome or unacceptable, whether to themselves or to someone else. • To co-operate with management in eliminating any discriminatory practices that may be identified at a department, operating unit and business unit level. • To feel able to instigate a complaint under the Company's grievance procedure, if an employee believes he or she has received less favourable treatment due to a personal characteristic. • In addition, any employee who has line management responsibility in efiL must also identify and deal with any instances of unfair treatment within their areas of responsibility quickly and sensitively, in accordance with existing disciplinary procedures and notify their senior manager or appropriate person.
Useful Information	For further information on efiL Limited Equality and Diversity Policy, or to contribute to making efiL a more inclusive place to work, please contact admin@efil-coaching.com Alternatively, please refer to the following for further guidance. • Code of Conduct • Disciplinary – Conduct Policy • Grievance Policy • Code of ethics; ABNLP (American Board of Hypnotherapy/NLP, IAC (International Association of Coaching) and The Coaching Academy