



## Equal Opportunities Policy Statement



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Located on SharePoint: IMS

### **Controlled Document: 000**

#### **Kao Data Head Office Location**

- 80 Middlesex Street, London, E1 7EZ

#### **Kao Data Campus Locations**

- London Road, Harlow, CM17 9NA
- Galvin Road, Slough, SL1 4AN
- Rowdell Road, Northolt, UB5 6AG

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## 1 Purpose

The purpose of the Equal Opportunities Policy is to ensure Equality across all company activities. Kao Data is an Equal Opportunities employer.

## 2 Statement

Kao Data is an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination.

The Company is committed to being a successful, caring and welcoming place for all employees. We want to create a supportive and inclusive environment where our employees can reach their full potential, without prejudice and discrimination. We are committed to a culture where respect and understanding is fostered, and the diversity of people's backgrounds and circumstances will be positively valued.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Company as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect.

Through the policy and procedure and the training and development of managers and staff, the organisation will do all it can to promote good practice in this area in order to eliminate discrimination and harassment as far as is reasonably possible. The Company will also continue to work towards its dedicated goal of encouraging and promoting equality and diversity within the workforce.

The Policy is communicated to all person(s) working for or on behalf of Kao Data (as part of induction training), is available to all employees via the IMS and is displayed in each office location to continually remind employees of the Company's commitment.

The Policy is also available upon request to all interested parties such as clients, investors, and suppliers.

The Policy is reviewed to ensure its ongoing suitability by the senior management team who recommend amendments and updates to the policy as part of the continual service improvement process, with an annual review of this policy undertaken annually as a minimum.

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