

Sapphire are committed to encouraging equality and diversity among our workforce and to eliminating unlawful discrimination.

The truth and authority of the Holy Scriptures underpin Sapphire's ethos, which includes a commitment to meet and go further than legal requirements, thus our standards exceed the Core Conventions of the International Labour Organization, the Equality Act 2010 and the Civil Rights Act 1998.

We regularly review our standards against policies developed by industry associations and international law.

We aim to have a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, where individual differences and the contributions of all staff are recognised and valued. This commitment ensures that our managers and all other employees are aware of their rights and responsibilities under this Equality & Diversity Policy. We treat all in our employment with equality, fairness and respect, whether they are temporary, part-time or full-time.

In line with current legislation, we do not unlawfully discriminate, particularly with regards to the protected characteristics set out in the Equality Act 2010. We will make reasonable adjustments, where necessary, to assist those who may have access limitations or disabilities, and make reasonable accommodations for workers of different religious backgrounds

## **1 INCLUSIVITY**

- 1.1 In promoting an inclusive culture of sensitivity and respect for differences, our standards apply to all workers regardless of race, colour, national origin, gender, gender identity, sexual orientation, religion, disability, age, political opinion, pregnancy, migrant status, ethnicity, caste, marital or family status, or similar personal characteristics.

## **2 FREEDOM OF ASSOCIATION**

- 2.1 We respect the rights of our staff to establish and join an organisation of their own selection; our staff will not be penalized or subjected to harassment or intimidation for their right to join or refrain from joining such legal organisations.

## **3 HARASSMENT & BULLYING**

- 3.1 We are committed to maintaining a workplace that is free from bullying, harassment, sexual harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any other persons who may be affected during the organisation's work activities
- 3.2 We therefore do not tolerate any behaviour or conduct that may constitute harassment or bullying, and expect our business partners and third parties to share this commitment
- 3.3 We ensure our staff know they will be listened to when concerns are raised in good faith and protected from retaliation if they report a violation.

# Equality & Diversity Policy

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We are committed to working with our suppliers to help them understand our policies and we encourage our suppliers to recognise and challenge discriminatory behaviour. We do this through supply chain audits and evaluating the businesses we want to work with by following relevant due diligence procedures to ensure that our business partners share our standards.

- We expect our suppliers to consistently monitor and enforce similar standards in their own operations.
- We work in partnership with our suppliers; if violations of our standards occur, we work with our suppliers to develop a corrective action plan that a) takes immediate actions to address high-risk issues, and b) a long-term plan to prevent reoccurrence.
- Where suppliers fail to meet our standards, and refuse to make progress on remediating issues, we reserve the right to terminate the relationship.
- We seek to create long-term partnerships with suppliers who align with our values and are committed to constantly improving in a fair & ethical way