



Diversity, Equity and Inclusion (DEI) Policy

Purpose

arrangeMY is committed to fostering a diverse, equitable and inclusive workplace where all individuals are respected, valued and able to contribute fully.

We are an equal opportunities employer and are committed to treating all employees, candidates, clients, suppliers and stakeholders fairly and with dignity, while actively promoting a culture of inclusion, belonging and psychological safety.

This policy supports our wider ESG commitments and aligns with the principles of the Equality Act 2010.

Our Commitment to Diversity, Equity and Inclusion

We recognise that diversity brings different perspectives, drives innovation and strengthens our business.

We are committed to:

- Creating an inclusive environment where everyone feels respected and valued
- Promoting equality of opportunity in all aspects of employment
- Removing barriers that disadvantage individuals or groups
- Encouraging a culture of openness, respect and collaboration
- Ensuring fair and equitable treatment for all

Inclusion at arrangeMY means ensuring all individuals feel they belong, are heard, and are able to thrive.

Scope

This policy applies to:

- All employees (permanent, temporary, contractors)
- Job applicants
- Clients and customers
- Suppliers and business partners

Discrimination – Direct & Indirect

Discrimination occurs when an individual is treated unfairly or disadvantaged based on protected characteristics.

Unlawful discrimination includes (but is not limited to):

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity

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- Race
- Religion or belief
- Sex
- Sexual

We do not tolerate direct or indirect discrimination in any form.

Harassment and Bullying

Harassment is unwanted conduct that violates dignity or creates an intimidating, hostile, degrading or offensive environment.

This includes:

- Verbal, non-verbal or physical behaviour
- Written or digital communications
- Bullying, intimidation or exclusion

arrangeMY operates a zero-tolerance approach to harassment and bullying.

Inclusion and Workplace Culture

We are committed to creating a workplace that goes beyond compliance by actively promoting inclusion.

We will:

- Encourage open dialogue and respectful challenge
- Promote inclusive leadership behaviours
- Celebrate diversity and different perspectives
- Ensure employees feel safe to express ideas and concerns
- Support flexible and inclusive working practices

Managers are expected to lead by example and foster inclusive team environments.

Recruitment, Selection and Career Development

We will ensure that all recruitment and employment decisions are based solely on merit, skills, experience and qualifications.

Our approach includes:

- Inclusive job advertising and outreach
- Fair and consistent selection processes
- Objective and role-related assessment criteria
- Diverse interview panels where possible
- Equal access to training, promotion and development

Selection processes will be regularly reviewed to ensure they remain fair and free from bias.

Equity and Fair Treatment

We are committed to ensuring equitable outcomes by:

- Regularly reviewing pay, benefits and progression opportunities
- Ensuring fair access to development and training
- Making reasonable adjustments for individuals where required

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- Supporting employees with different needs and circumstances

Learning, Awareness and Training

We are committed to ongoing education and awareness.

We will:

- Provide DEI awareness training to all employees
- Support managers with inclusive leadership training
- Promote understanding of unconscious bias
- Encourage continuous learning through internal communications and resources

Reporting, Complaints and Accountability

All employees have a responsibility to uphold this policy.

- Any concerns relating to discrimination, harassment or exclusion must be reported
- All complaints will be treated seriously, confidentially and investigated
- Victimisation or retaliation will not be tolerated

Breaches of this policy may result in disciplinary action, including dismissal.

Roles and Responsibilities

- Managing Director – Overall accountability for DEI
- Senior Leadership Team – Responsible for embedding DEI into strategy and culture
- Managers – Accountable for inclusive leadership and implementation
- Employees – Responsible for respectful behaviour and raising concerns

Monitoring, Measurement and Continuous Improvement

We will:

- Monitor recruitment, promotion and retention data
- Review policies and practices for potential bias
- Track DEI-related metrics where appropriate
- Use feedback and engagement data to improve inclusion

Our approach will evolve in line with best practice and organisational needs.

External Commitment

We extend our DEI principles to:

- Client interactions
- Supplier relationships
- Business partnerships

We expect partners to share our commitment to fairness, inclusion and ethical conduct.

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This policy will be reviewed every 12 months from April 2026

Signed:

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Dated: 19/04/26

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