

Policy | Equality Diversity and Inclusion

Smart (Group) Limited, including its subsidiaries (The Moving Venue Caterers Limited, Battersea Evolution Limited, Story Events Limited and The Last Supper UK Limited), collectively “the Group,” is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our teams to be truly representative of all sections of society and our customers, and for each employee to feel respected and to be given the opportunity to develop their skills and talents to their full potential, work in a safe, supportive and inclusive environment.

This policy applies to all employees, directors, workers, agency staff and temporary personnel engaged by the Group. Relevant standards of conduct also apply to contractors, suppliers, visitors and other third parties interacting with the Group.

The principles of this policy apply to recruitment, employment, training, development, promotion, working arrangements and the provision of services. They also extend to work-related activities undertaken away from company premises, including client sites, business travel, work events and work-related electronic communications.

Policy Purpose

This policy’s purpose is to:

- Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation.
- Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

Our Commitment

The Group commits to:

- Encourage equality, diversity and inclusion in the workplace as we embrace diversity of thought, ideas and ways of working that people from different backgrounds, identities and experiences bring to us.
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all employees are recognised and valued.
 - This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities

- include staff conducting themselves to help the Group provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
- All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the Group's work activities.
- Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the Group.
- Make decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Provide an accessible and inclusive working environment, making reasonable adjustments for disabled employees, workers and job applicants in accordance with the Equality Act 2010. Requests for reasonable adjustments will be considered individually, in consultation with the person concerned, taking account of their needs and the nature of the work. Relevant information will be handled sensitively and confidentially.

Sexual harassment prevention

We operate a zero-tolerance approach to sexual harassment and are committed to taking all reasonable steps to prevent sexual harassment in the course of employment, in accordance with applicable legislation.

We will regularly assess the risks of sexual harassment within our business and take appropriate steps to prevent it. This includes providing training, making sure employees know how to raise concerns and reviewing our procedures to ensure they remain effective. This commitment extends to risks arising from interactions with customers, clients, suppliers, contractors and other third parties.

All reported concerns will be taken seriously, addressed promptly and handled fairly, with appropriate steps taken to protect those affected and prevent recurrence.

Reporting discrimination and harassment

Any employee who experiences or witnesses discrimination, bullying, harassment or victimisation is encouraged to raise their concerns with their line manager, HR representative or an alternative senior manager.

Where the concern involves their line manager, employees may report the matter directly to an alternative appropriate person.

Complaints will be considered promptly, sensitively and impartially, in accordance with the Group's grievance and disciplinary procedures. Confidentiality will be maintained as far as reasonably practicable.

No individual will be subjected to victimisation for raising a concern in good faith, supporting another person's complaint or participating in an investigation.

Suppliers, Contractors and Clients

The Group expects its customers, suppliers, contractors and other business partners to conduct themselves in a manner consistent with the principles of dignity, respect and non-discrimination. Where appropriate, these expectations will be communicated through contractual arrangements, supplier requirements and relevant working procedures.

Any concerns involving customers, suppliers or contractors will be taken seriously and investigated. Where necessary, we will raise the matter with the organisation involved and take appropriate action to protect our employees.

Roles and responsibilities

Senior management is responsible for promoting equality, diversity and inclusion, allocating appropriate resources and reviewing the effectiveness of this policy.

Managers are responsible for applying the policy consistently, supporting inclusive working practices, addressing inappropriate behaviour and escalating concerns appropriately.

All employees are responsible for treating others with dignity and respect, complying with this policy, undertaking required training and reporting concerns through appropriate channels.

The Group Commercial & Compliance Director is responsible for coordinating policy reviews, maintaining relevant records and reporting significant findings to senior management.

Monitoring, Review and Continuous Improvement

We will regularly review how this policy is working in practice. This will include looking at employee feedback, training records, recruitment practices and any concerns or complaints raised.

Equality monitoring information will be collected and processed lawfully, with appropriate safeguards for personal and special category data. Findings will be reviewed by senior management, with actions recorded and followed through where improvements are required.

This policy will be reviewed at least annually, and sooner where necessary following significant legislative, organisational or operational changes.

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