

## Equity, Diversity, and Inclusion (EDI) Policy at Saga Tenix

### 1. Purpose and Commitment

Saga Tenix is committed to fostering an inclusive and diverse workplace where every individual is valued, respected, and provided with equal opportunities to thrive. We believe that equity, diversity, and inclusion are fundamental to our success and that a diverse workforce drives innovation, creativity, and collaboration. We are dedicated to ensuring that all employees, customers, and stakeholders are treated fairly and with dignity, regardless of their background, identity, or circumstances.

### 2. Scope

This policy applies to all employees, contractors, consultants, suppliers, and anyone working on behalf of Saga Tenix. It extends to all aspects of employment, including recruitment, training, career development, performance management, and workplace culture.

### 3. Principles

At Saga Tenix, we adhere to the following principles to promote equity, diversity, and inclusion:

- **Equity:** We recognise that different individuals may require different levels of support to have equal access to opportunities. We are committed to identifying and removing barriers to success.
- **Diversity:** We embrace and celebrate individual differences, including but not limited to age, disability, gender identity, marital status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- **Inclusion:** We strive to create an environment where everyone feels welcome, valued, and empowered to contribute to their fullest potential. We actively seek to foster a culture of belonging and mutual respect.

### 4. Responsibilities

- **Leadership and Management:** Senior leaders and managers are responsible for setting the tone for an inclusive workplace, ensuring that policies and practices uphold EDI principles.
- **Employees:** All employees have a role to play in creating a respectful and inclusive environment. This includes treating colleagues with dignity and reporting any instances of discrimination, harassment, or bias.
- **Human Resources (HR):** HR is responsible for implementing and monitoring EDI initiatives, providing training, and addressing concerns related to equity, diversity, and inclusion.

### 5. Recruitment and Career Development

Saga Tenix is committed to fair recruitment and selection processes that focus on skills, experience, and potential. We ensure that:

- Job advertisements are inclusive and free from biased language.
- Shortlisting and selection criteria are objective and consistent.

- Reasonable adjustments are made for candidates with disabilities.
- Career progression opportunities are accessible to all employees, with mentorship and support where needed.

## **6. Workplace Culture and Wellbeing**

We aim to cultivate a culture where all individuals feel valued and supported. This includes:

- Zero tolerance for discrimination, harassment, or bullying.
- Regular EDI training for employees at all levels.
- Employee resource groups and networks that promote inclusion and belonging.
- Flexible working arrangements to support work-life balance and individual needs.

## **7. Reporting and Accountability**

We encourage employees to report any concerns related to discrimination, harassment, or bias through appropriate channels, ensuring confidentiality and protection from retaliation. Complaints will be taken seriously and addressed promptly in accordance with our grievance procedures.

## **8. Monitoring and Review**

Saga Tenix is committed to continuous improvement in EDI. We will:

- Regularly assess and review our policies, procedures, and workplace culture.
- Monitor workforce diversity data to identify areas for improvement.
- Engage with employees to understand their experiences and implement meaningful changes.

## **9. Compliance and Legal Framework**

This policy aligns with UK legislation, including the Equality Act 2010, and best practices in EDI. All employees are expected to comply with this policy, and breaches may result in disciplinary action.

## **10. Conclusion**

Equity, diversity, and inclusion are at the heart of Saga Tenix's values. By working together, we can create a workplace where everyone is respected, valued, and given the opportunity to succeed. We encourage all employees to contribute to our inclusive culture and uphold the principles set out in this policy.

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*This policy will be reviewed annually to ensure its continued relevance and effectiveness.*