



# EQUALITY, DIVERSITY & INCLUSION POLICY

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## LIST OF ACRONYMS/ABBREVIATIONS/UNITS/TERMS

OSC	Ocean Science Consulting Limited
R & D	Research and Development

## 1. INTRODUCTION

Ocean Science Consulting Limited (OSC) aims to be an equal opportunity employer and is determined to ensure that no applicant or employee (defined as any company representative, including trainees and contract workers) receives less favourable treatment on the grounds of age, sex, marital status, sexual orientation, disability, political or religious belief, colour, race or ethnic origin, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. The company is committed to eliminate unlawful discrimination to employees, clients, and/or public.

OSC will take steps within its power to meet this responsibility. In particular:

1. Job advertisements will include a general declaration to the effect that OSC aims to be an Equal Opportunity Employer;
2. Records will be maintained as a means of monitoring OSC's policy and as a means of identifying possible areas of inequality;
3. The operation of the policy will be reviewed regularly when required and at least annually;
4. Selection, recruitment, training, and promotion practices and procedures will be reviewed to ensure that individuals are treated on the basis of their relevant merits and abilities;
5. All OSC employees will be made fully aware of their responsibilities towards the promotion of this policy and provided with suitable advice and/or training;
6. All managers and employees accept their responsibilities for good equal opportunities practices and work together towards a positive approach and a culture of fairness and equal treatment for all; and,
7. All procedural documents (e.g. grievance, discipline, training or other developmental opportunities) will be reviewed to ensure compliance with the spirit and intention of the policy.

## 2. RESPONSIBILITIES

OSC as an employer will:

- Promote equal opportunities in all aspects of employment;
- Ensure that all managers and employees are informed of their responsibilities regarding equal opportunities;



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- Fully investigate all complaints of discrimination; and,
- Monitor the effectiveness of the policy and identify practices that maybe discriminatory.

Employees of OSC must:

- Adhere to OSC's commitment to equality of opportunity in their work;
- Work together towards a culture of fairness and equal treatment for all;
- Not themselves or encourage others to practice discrimination;
- Advise management if they suspect that discrimination is taking place; and,
- Not victimise anyone who makes a complaint or aids a complainant.

All staff, including management and employers, should understand they can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, towards fellow colleagues, clients, and the public.

OSC will deal promptly and effectively with all allegations of discrimination in employment. All complaints must be addressed to the immediate supervisor or assigned company representative. Details of the company's grievance and disciplinary policies and procedures can be found at Admin Shared\Company Handbook\OSC Policies\OSC\_Discipline&GrievancePolicy\_v1.1.

We oppose all forms of discrimination, direct or indirect, and aim to eliminate discriminatory practice and promote measures to combat its effects. Use of OSC's grievance and/or disciplinary procedures does not affect the right for an employee to make a claim to an employment tribunal within three months of the alleged discrimination.

Action	Name	Function	Date	Signature
Audit	Dr Victoria Todd	Managing Director	09/11/2023	
Audit	Ian Todd	Managing Director	09/11/2023	