

Equal Opportunities, Diversity & Anti-Bribery

Statement from the Managing Director

The Solar Design and Training Company Limited will carry out our business fairly, honestly and openly.

We recognise the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination.

The Company will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

All employees and those who act on the Company's behalf are required to adhere to this policy when undertaking their duties or when representing the Company in any other guise.

The Company opposes all forms of bribery and corruption and is committed to acting professionally, fairly and with integrity in all its business dealings and relationships wherever it operates and implementing and enforcing effective systems to counter bribery.

Our business has committed to not giving or receiving bribes. As gifts and entertainment could sometimes disguise bribes, or be misinterpreted as bribes, I clarify below those definitions.

Terms

A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage. This policy does not prohibit normal and appropriate hospitality (given and received) to or from third parties.

In this policy, third party means any individual or organisation we come into contact with during the course of our work, and includes actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies, including their advisors, representatives and officials, politicians and political parties.

Anti-Corruption & Bribery Policy

This anti-corruption policy applies to all employees, officers and directors and subsidiaries. The Company only makes charitable donations that are legal and ethical under local laws and practices. Any employee who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. The Company will keep financial records and have appropriate internal controls in place which will evidence the business reason for making payments to third parties. We must keep an accurate and complete record of all dealings with third parties including a record of any hospitality or gifts accepted or offered.

Gifts and Entertainment

We may accept gifts of small items of limited value. We may not accept valuable items. Although we may accept a gift now and then, we may not accept gifts which are given regularly or often. Our business rule is that gifts we give must be of moderate value, legal under local law, and agreed by management. Valuable items received as gifts will be returned, or disposed of as agreed by management. We may give and accept reasonable, hosted entertainment which is in the legitimate interests of the business

Unlawful discrimination

The Company aims to ensure that no employee or job applicant is subject to unlawful discrimination, either directly or indirectly, on the grounds of gender, gender reassignment, race (including colour, nationality and ethnic origin), disability, sexual orientation, marital status, part-time status, age, religion or belief, political belief or affiliation or trade union membership. This commitment applies to all aspects of employment, including:

- recruitment and selection, including advertisements, job descriptions, interview and selection procedures
- training
- promotion and career-development opportunities
- terms and conditions of employment, and access to employment-related benefits and facilities
- grievance handling and the application of disciplinary procedures
- selection for redundancy

Equal opportunities practice is developing constantly as social attitudes and legislation change. The Company will review all policies and implement necessary changes where these could improve equality of opportunity.

Complaints of discrimination

The Company will treat seriously all complaints of discrimination made by employees, clients, customers, suppliers, contractors or other third parties and will take action where appropriate.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated thoroughly. If you make an allegation of discrimination, the Company is committed to ensuring that you are protected from victimisation, harassment or less favourable treatment. Any such incidents will be dealt with under the Company's Disciplinary Procedures.

5 November 2022

The Solar Design and Training Company Limited

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