

Equality, Diversity, and Inclusion Policy

At Ambitious Resources Limited, we believe that our success is a direct outcome of the experience and quality of our employees. We are unwavering in our commitment to align our employment procedures and practices with the goal of maximizing the potential of each unique individual. This is best achieved through the cultivation of our employees' talents while embracing and celebrating their differences.

Since our inception, we have championed equality, diversity, and inclusion for individuals of all ages, ethnicities, races, national origins, sexual orientations, marital and parental statuses, physical abilities, disabilities, and religious beliefs. Our workforce and candidates embody our dedication to diversity, as we employ individuals from various age groups, genders, BAME (Black, Asian, and Minority Ethnic), LGBT, and disability backgrounds.

We actively support equal opportunities in employment and stand firmly against any form of unlawful or unfair discrimination, be it based on gender, age, ethnic or national origin, religion, sexual orientation, or disability.

We believe that our approach to diversity enriches our relationships, both internally and externally, and enhances the knowledge and experience we bring to our clients' recruitment needs.

By treating all individuals fairly and equally, embracing their diversity, we not only bolster our market competitiveness but also foster innovation, uphold our corporate social responsibility, and cultivate an inclusive and positive working environment for all employees. It is our unequivocal policy that no individual acting on our behalf shall engage in discrimination, whether directly or indirectly, against another individual or group based on age, sex, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, or sexual orientation.

Ambitious Resources Limited also endorses the principle that our workforce at each location should, to the extent reasonably possible, reflect the diversity of the communities in which we operate. These principles apply across the board, encompassing recruitment, selection, training, promotion, transfer, pay and benefits, and performance appraisal procedures, as well as all terms and conditions of employment.

Scope

This Policy applies to all Ambitious Resources Limited employees, regardless of their position or status, as well as to contractors and subcontractors.

Aims:

- To ensure equality, diversity, and inclusion in the workplace and the wider community.
- To offer fair treatment in every aspect of working life at Ambitious Resources Limited, from our written procedures to every decision made.
- To foster a culture where each employee and colleague is treated with respect and dignity, recognizing the value that a diverse workforce brings.

To achieve these aims, Ambitious Resources Limited commits to the following:

- Embedding the principles of this Policy in our HR strategy and regularly monitoring and reviewing all policies and procedures.
- Providing awareness training and guidance to all employees and managers to ensure a deep understanding of Ambitious Resources Limited's commitment to diversity. This will be

primarily achieved through Diversity Awareness Training, Induction, Managers' Guide Training, and our Employee Handbook.

- Continuously monitoring and measuring diversity at every stage of employment to eliminate any direct or indirect associative or perceptual discrimination.
- Promptly challenging and investigating discriminatory behaviour and enforcing the disciplinary procedure when deemed necessary.
- Supporting our Diversity Champions in promoting equality and diversity throughout Ambitious Resources Limited.
- Maintaining open communication and regularly reviewing the positive initiatives that have been implemented, ensuring broader access to them.
- Collaborating with external groups and advisory bodies to stay up to date with market best practices and approaches to addressing diversity-related issues.

Recruitment

Ambitious Resources Limited's recruitment and selection procedure is founded on the necessary and justifiable job requirements and the suitability of individuals for the roles they seek. We create job profiles and person specifications for every vacant position. When we advertise positions externally, we carefully select the most appropriate outlets to ensure a wide range of potentially suitable applicants have the opportunity to apply. Our selection methods, including interviews, adhere to documented and standardized procedures and checklists designed to ensure that discrimination plays no part in the recruitment process. Our objective is to appoint the most suitable candidate for each role based on their qualifications and competencies.

Training and Development

Through our performance management procedure, Ambitious Resources Limited ensures that all staff have the opportunity to engage in job-specific training and receive an individual Performance Plan designed to enhance their opportunities and career advancement within the company. The appraisal process adheres to clear and established criteria, ensuring that it is free from discrimination at every stage.

Selection Processes for Promotion

Whenever we conduct selection processes that involve groups of staff, such as promotions or redundancy situations, Ambitious Resources Limited is committed to ensuring the fair and consistent application of procedures. We guarantee that the selection criteria employed are devoid of discrimination and rooted in objective assessments of competence. Promotion opportunities are accessible to all our employees on an equal basis.

Flexible Working

Ambitious Resources Limited recognizes the advantages of flexible working arrangements and acknowledges the rights of all employees working under such arrangements. We are dedicated to treating them fairly and consistently in comparison to full-time, permanent employees and offering them the same opportunities for development. The treatment of pay and benefits for employees on flexible working arrangements aligns with full-time entitlements wherever feasible, provided on a pro rata basis.

Disability & Special Needs

When individuals with disabilities or special needs apply for positions at Ambitious Resources Limited, we evaluate their applications based on relevant skills, experience, and knowledge. If an applicant has a disability or special needs, we endeavour to adapt the job and workplace to accommodate their requirements.

Pay Awards

Ambitious Resources Limited's salary determination arrangements are grounded in the principle of rewarding individual merit and ensuring equal pay and rewards for all employees. We employ various pay review mechanisms, many of which incorporate union involvement and/or participation of staff consultative forums. These arrangements are designed to guarantee that pay awards are based on objective criteria, free from discrimination, and in accordance with the principle of equal pay for work of equal value.

Grievance and Harassment

While we hope to resolve most employment-related issues at Ambitious Resources Limited informally, the Grievance Procedure is in place to address genuine concerns equitably. Any employee who believes they have experienced discrimination can raise the matter under the Grievance Procedure. Where appropriate, they can also utilize the Anti-Harassment and Bullying Policy or the Open-Door Policy, which allows employees to discuss any matter with their manager, another manager, or any Director in complete confidence. With clear and well-publicized grievance and harassment procedures in place, Ambitious Resources Limited ensures that every opportunity is provided to address any area or situation where discrimination is perceived to have occurred.

Disciplinary Procedure

Ambitious Resources Limited takes a stringent stance against all forms of discrimination. Breaches of this Policy are regarded as misconduct and will be thoroughly investigated as potential disciplinary offenses, dealt with in accordance with Ambitious Resources Limited's disciplinary procedure.

All staff share the responsibility for upholding the Equality and Diversity Policy and promoting dignity and equality of opportunity and outcome at work.

Responsibilities

While we collectively ensure the successful adoption of this Policy, specific responsibilities within our organization include:

Ambitious Resources Limited Directors

The Directors wholeheartedly endorse this Policy and bear ultimate responsibility for reviewing and achieving its aims. They recognize their role in fostering diversity awareness within Ambitious Resources Limited and are committed to leading by example.

Managers

All managers are responsible for implementing and enforcing this Policy, ensuring that their teams and employees are fully aware of their responsibilities. Managers should actively promote, respect, and encourage each employee to reach their full potential while addressing any breaches of this Policy appropriately. Managers will ensure that all employees receive training and are made aware of their responsibilities under this Policy, primarily through Diversity Awareness Training, induction, Managers' Guide Training, and our Employee Handbook.

Employees

Every employee at Ambitious Resources Limited, regardless of their level, bears an individual responsibility for ensuring equality of opportunity and adherence to this Policy. This can be achieved by respecting the right to work in an environment free from prejudice and discrimination, exhibiting the correct behaviours, and addressing colleagues who fall short of these expectations.

Human Resources

This Policy is owned by the Directors, who are responsible for its effective implementation and regular review. The HR team continuously reviews all related policies, monitors employment practices, and provides relevant advice and support to managers in championing diversity throughout the company.

Monitoring

We consistently review this Policy, along with all our employment policies and practices, to maintain our focus on equality of opportunity. To ensure the effective operation of this Policy and other procedures, HR will continue to monitor and measure employee records, benchmark company performance, and identify and resolve any patterns or trends.

To achieve the aims and commitments of this Policy, the HR team will ensure that further regular monitoring takes place, in the form of:

Quarterly statistics, categorized by diversity, reviewed by the Directors. Where necessary, specific targets and performance management objectives will be set for areas in need of improvement, along with the necessary support and training.

HR monitoring of our central employee database to ensure the application and effectiveness of this Policy.

Raising any diversity-related issues or trends with the Directors. All candidates will be asked to complete an Equalities Monitoring Form, used to record data such as age, gender, ethnic background, and any disabilities. This information is kept entirely confidential and used solely to evaluate the success of our inclusion initiatives.