

# Equal Opportunities & Anti-Discrimination Policy

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## 1. Policy Statement

SeenEm<sup>®</sup> is committed to providing a working environment that is fair, inclusive and free from discrimination, harassment and victimisation. We are dedicated to promoting equality of opportunity and dignity at work for all individuals and do not tolerate unlawful discrimination or harassment in any form.

SeenEm<sup>®</sup> acts in accordance with the **Equality Act 2010** and all other applicable UK employment and human rights legislation.

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## 2. Scope

This policy applies to all individuals working for or on behalf of SeenEm<sup>®</sup> , including:



Directors and officers



Employees



Contractors and consultants



Agency workers



Suppliers and partners

The policy applies to all aspects of employment and engagement, including recruitment, selection, training, promotion, pay, working conditions and termination.

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## 3. Legal Framework

SeenEm<sup>®</sup> complies with all relevant UK equality and anti-discrimination legislation, including but not limited to:



**Equality Act 2010**



**Employment Rights Act 1996**



**Human Rights Act 1998**



**Protection from Harassment Act 1997**

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## 4. Protected Characteristics

Under the Equality Act 2010, discrimination is unlawful on the basis of the following protected characteristics:



Age



Disability



Gender reassignment



Marriage and civil partnership



Pregnancy and maternity



Race (including colour, nationality, ethnic or national origin)



Religion or belief



Sex



Sexual orientation

SeenEm<sup>®</sup> will not tolerate discrimination, harassment or victimisation related to any of these characteristics.

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## 5. Forms of Prohibited Conduct

SeenEm<sup>®</sup> prohibits:



**Direct discrimination**



**Indirect discrimination**



**Harassment**, including unwanted conduct that violates dignity or creates an intimidating, hostile, degrading or offensive environment



**Victimisation**, including treating someone unfavourably because they have raised or supported a complaint

This applies whether conduct is verbal, physical, written, digital or visual.

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## 6. Equal Opportunities Commitment

SeenEm<sup>®</sup> is committed to:



Fair and objective recruitment and selection processes



Equal access to training and development



Decisions based on merit, competence and business need



Reasonable adjustments for individuals with disabilities

All employment decisions are made without unlawful bias.

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## 7. Responsibilities



The **Board and senior management** are responsible for promoting equality and ensuring compliance with this policy.



**Managers** are responsible for implementing the policy and addressing issues promptly.



**All individuals** working for or with SeenEm<sup>®</sup> are responsible for treating others with dignity and respect and complying with this policy.

## 8. Complaints Procedure

Any individual who believes they have been subjected to discrimination, harassment or victimisation is encouraged to raise the matter as soon as possible.

Complaints may be made:



Informally, where appropriate, or



Formally, by reporting the matter to management or the designated contact

All complaints will be:



Taken seriously



Handled confidentially where possible



Investigated promptly and fairly



Addressed appropriately based on the findings

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## 9. Non-Retaliation

SeenEm<sup>®</sup> strictly prohibits retaliation against any individual who:



Raises a complaint in good faith



Participates in an investigation



Supports another individual raising a concern

Any form of retaliation will be treated as a serious disciplinary matter.

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## 10. Breaches of Policy

Breaches of this policy may result in:



Disciplinary action



Termination of engagement or contract



Referral to external authorities where appropriate

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## 11. Review and Approval

This policy is reviewed annually by the Board of SeenEm® to ensure it remains compliant with UK law and reflects best practice.

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**Approved by:** The Board of SeenEm®

**Review frequency:** Annual

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