

## STONNA LIMITED: Equal Opportunities Policy Statement

1. Stonna Limited recognizes that we live in a society where discrimination still operates to the disadvantage of many groups in society.
2. Stonna Limited believes that all persons should have equal rights to recognition of their human dignity, and to have equal opportunities to be educated, to work, receive services and to participate in society.
3. Stonna Limited is committed to the promotion of equal opportunities within the Stonna Limited business through the way we manage the organization and provide goods and services. In order to express this commitment, we develop, promote and maintain policies that will be conducive to the principles of fairness and equality in the workplace.
4. The objective of this policy is that no person should suffer or experience less favorable treatment, discrimination or lack of opportunities on the grounds of gender, race, color, nationality, ethnic origin, religious or philosophical beliefs, health status, HIV status, age, marital status, parental status, sexual orientation, political beliefs or trade union membership, class, responsibility for dependents, physical attributes, ex-offender status as defined by the Rehabilitation of Offenders Act 1974, lack of formal qualifications where such qualifications are not formally required, or any other grounds which cannot be shown to be justifiable within the context of this policy.
5. This policy will influence and affect every aspect of activities carried out at Stonna Ltd..
6. In the provision of services and the employment of staff, Stonna Limited is committed to promoting equal opportunities for everyone. Throughout its activities, Stonna Limited will treat all people equally whether they are:
  - Seeking or using our services
  - Applying for a job or already employed by us.
  - Trainee workers and students on work experience or placements.
  - Or any other type of worker or associate.
7. The Management team have responsibility for the effective implementation of this policy. Each head of department has responsibilities and we expect all our employees to abide by the policy and help create the equality environment which is its objective. In order to implement this policy we shall:
  - Communicate the policy to employees, job applicants, volunteers and relevant others.
  - Incorporate specific and appropriate duties in respect of implementing the

equal opportunities policy into job descriptions and work objectives of all staff.

- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained, as appropriate, in non-discriminatory selection techniques.
8. .Conduct and general standards of behavior
  9. All staff are expected to conduct themselves in a professional and considerate manner at all times. Stonna Limited will not tolerate behavior such as, but not exclusively:
    - making threats or physical violence
    - displaying offensive material such as pornography or sexist / racist cartoons, or the distribution of such material via email / text message or any other format.
    - any other forms of harassment or victimization.
  - The items on the above list of unacceptable behaviors are considered to be disciplinary offences within Stonna Ltd. and can lead to disciplinary action being taken.

### **Complaints of discrimination.**

10. Stonna Limited will treat seriously all complaints of unlawful discrimination on any forbidden grounds made by employees, trustees, clients or other third parties and will take action where appropriate.
11. All complaints will be investigated in accordance with the organization's grievance, complaints or disciplinary procedure, as appropriate and the complainant will be informed of the outcome in line with these procedures.
12. We will also monitor the number and outcomes of complaints of discrimination made by staff, clients and other third parties.

**Stonna Limited will revise and review this policy regularly.**

Approved by  
Mr. Hasan Dikme, Managing Director



1 January 2022