

SCANMARKET

Equal Opportunities Policy

April 2021

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We are committed to a policy of equal opportunity and diversity in employment and recognize that this is essential to ensuring the success and growth of the organization. To this end, we make every effort to select, recruit, train, and promote the best candidates based on suitability for the job; to treat all employees and applicants fairly, regardless of race, sex, marital status, age, nationality, ethnic origin, religious belief, sexual orientation, or disability; and to ensure that no employee suffers harassment or intimidation.

Disabled Employees

It is the policy of Scanmarket to provide employment and to make reasonable adjustment to accommodate disabled persons wherever business requirements will allow and if applications for employment are received from suitable individuals. Should an existing employee become disabled, every reasonable effort will be made to ensure that their employment with Scanmarket can continue on a worthwhile basis and that career opportunities are available to them.

Health, Safety, and Welfare at Work

The health, safety, welfare, and wellbeing of employees is of paramount importance to Scanmarket. It is our policy to create and improve standards of Health and Safety, which will lead to the avoidance and reduction of risks; and to ensure that the company complies with all Health and Safety legislation. A detailed Health and Safety Policy Statement is held within our office and is both communicated on commencement of employment and displayed within an employee's working environment.

We make every reasonable and practicable effort to provide safe and healthy working conditions in our office. It is the duty of all employees to exercise responsibility and to do everything they can to prevent injury to themselves and to others. The policy standards and procedures are communicated to employees through contracts of employment, staff handbooks, operating manuals, notice boards, and staff training as appropriate.

Employees throughout the whole company are eligible to participate in a range of lifestyle and wellbeing benefits, including:

- Working from home
- Group gym memberships schemes
- Cycle to Work Scheme
- Employee Assistance Program

Working Hours

Our working practices comply with national laws and we benchmark against competitors to exceed protection of our staff against industry standards.

We promote a healthy work/life balance, and we encourage all staff to work no more than 48 hours per week within reasonable performance of their duties.