

DIVERSITY AND INCLUSION POLICY

Company Name: Evolve Document Solutions Limited

Last Reviewed: 13th October 2025

Next Review Due: 12th October 2026

Policy Owner: Daniel Maddox - Director

1. PURPOSE

Evolve Document Solutions Limited is committed to promoting diversity, inclusion, and equal opportunities. We believe that a diverse workforce brings creativity, innovation, and a wider perspective, which benefits our employees, our clients, and the communities we serve.

2. SCOPE

- This policy applies to all employees, agency workers, contractors, and anyone representing the company.

3. OUR COMMITMENTS

- Treat all individuals with dignity and respect.
- Provide equal opportunities in recruitment, training, promotion, and development.
- Ensure employment decisions are based on merit, skills, and potential, and not influenced by personal characteristics such as age, disability, gender, marital status, pregnancy, race, religion, sexual orientation, or any other protected characteristic.
- Provide a working environment that is free from discrimination, harassment, and victimisation.
- Take any complaints of discrimination or harassment seriously and deal with them promptly and fairly.

4. RESPONSIBILITIES

- **Directors/Managers** are responsible for promoting inclusion, tackling discrimination, and ensuring fair practices.
- **All Employees** are expected to treat colleagues, clients, and suppliers fairly and with respect.

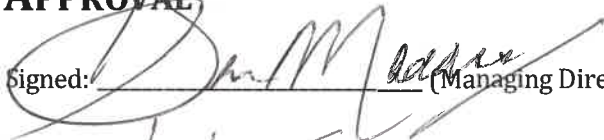
5. BREACH OF POLICY

- Any breach of this policy may result in disciplinary action, up to and including termination of employment.

6. REVIEW

- This policy will be reviewed annually, or sooner if required by changes in legislation or company practice.

APPROVAL

Signed:  (Managing Director)

Date: 1/11/2025