

DWP_5-6 Dworkin® Equal Opportunities Policy Statement

Dworkin® ISO 9001: 2015 Documentation

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INTRODUCTION

Dworkin®, by its nature and geographical footprint can almost automatically be viewed as an equal opportunities employer. Dworkin® employees are stationed throughout Europe and the world. When Dworkin® seeks new employees, it is purely interested in the quality of the candidate regardless entirely of their backgrounds. It is vital however that Dworkin® has a robust equal opportunities policy. By having and more importantly by applying an equal opportunities policy helps Dworkin® maintain its levels of fairness and keeps the company inline with the law. Equal opportunities for all employees is a good bedrock upon which to continue building the company in a happy and inclusive environment.

1. Dworkin® company statement and purpose of policy

Dworkin® is committed to equal opportunities for all its staff, applicants and contractors

Dworkin® company policy is that all recruitment/employment decisions are based purely on merit and the legitimate business needs of the company. Dworkin® will not discriminate on the basis of race colour or nationality, ethnic or national origins, sex, gender, sexual orientation or on any other ground under which it would be unlawful to discriminate

It is Dworkin®'s intention to allow all its employees to work in an environment which allows them to fulfil their potential without fear of discrimination, harassment or victimisation.

Dworkin®'s commitment to equal opportunities extends to all aspects of its working relationships including:

- Recruitment and selection procedures
- Contractual terms of employment including pay, conditions and benefits
- Training, appraisals, career development and promotion
- Work practices, conduct, allocation of tasks, discipline and grievances
- Work related social events
- Termination of employment and matters after termination

This policy is intended to help Dworkin® achieve and maintain its diversity and anti-discrimination goals by clarifying the responsibilities and duties of its employees in respect of equal opportunities and discrimination.

The principles of non discrimination and equal opportunities also apply with regard to the treatment of clients, visitors, contractors, suppliers and ex-employees.

This policy is a mandatory company statement to which all Dworkin® employees and contractors are bound to adhere to.

2. Who's responsible for equal opportunities?

Achieving an equal opportunities working environment is everyones responsibility shared equally between Dworkin® management and all its staff. This policy and the rules expressed within it apply to all Dworkin® personnel at all levels.

Dworkin® senior management have the overall responsibility for the implementation of this policy including discrimination law and equal opportunity law. Dworkin® have a dedicated HR representative (Miss Lucie Mahelova), leading the HR department. The HR department have the responsibility to ensure that any equality questions or problems are dealt with fairly and quickly to resolve any issues that may arise.

All Dworkin® employees have a both moral and personal responsibility to ensure that this policy is adhered to at all times, it is the Dworkin® ethos that everyone with whom employees and contractors come into contact with is treated, with dignity and respect. Treatment of all co-workers must be done with dignity and no form of bullying or discrimination is to be tolerated at any time even when said in jest. Senior members of Dworkin® have a specific responsibility to ensure that they always lead by example.

Signed

Jan KUBES

CEO

3. Table of Amendments

Name of Amender	What was Amended	Date of Amendment
Michael WILLIAMSON	Change of entire document to new Dworkin® font design	14.01.2020
Michael WILLIAMSON	Checked document for viability	14.01.2020
Michael WILLIAMSON	Checked document for viability	18.01.2021
Michael WILLIAMSON	Checked document for viability	12.08.2022
Michael WILLIAMSON	Checked document for validity and viability	26.01.2023
Michael WILLIAMSON Martin KRIVY	Checked document for validity and viability	03.01.2024
Michael WILLIAMSON	Amended front cover	27.02.2025