



HED Ltd

Equality and Dignity at Work Policy Statement

HED Ltd is an equal opportunities employer and it is committed to providing a working environment in which employees are encouraged to realise their full potential. It is HED Ltd's policy to ensure that we attract and retain the best qualified people and treat all job applicants and employees fairly and on merit. As such, no employee or potential employee shall receive more or less favourable treatment or consideration on the ground of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, gender re-assignment, sexual orientation, marital status, age or disability. The effectiveness of HED Ltd will only be improved by developing the skills and abilities of all employees, and this policy aims to achieve that objective and to ensure that all employees are treated with respect and dignity in the workplace.

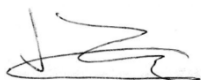
Entry into HED Ltd and progression will be determined solely by the application of an objective criteria, personal performance and merit. No applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute indirect unfair discrimination. As a result, recruitment and other employment decisions and procedures will be monitored, reviewed and where necessary, they will be changed to ensure that everybody is treated fairly.

Eliminating discrimination and providing equality of opportunity depends on the personal commitment of all employees who have a responsibility to assist HED Ltd in providing equal opportunities in employment and avoiding unlawful discrimination. All employees should be aware of the importance HED Ltd attaches to the Equality and Dignity at Work Policy and must ensure they do not, by their own actions, behaviour or attitudes, directly or indirectly discriminate, victimise or harass any job applicants, employees or workers, including agency staff, consultants and contractors.

HED Ltd directors have particular responsibility for the practical application of this policy and for ensuring a harmonious working environment. They will be responsible for addressing and eliminating any situation involving bullying, harassment or any other forms of discrimination.

Direct or indirect discrimination, including bullying, harassment or victimisation will not be tolerated. Deliberate failure to observe the requirements of the Equality and Dignity of Work Policy will lead to disciplinary action under HED Ltd's Disciplinary Procedures. Serious breaches, of the Policy, if proven will be treated as gross misconduct and will ordinarily result in summary dismissal.

The Equality and Dignity at Work Policy applies to all HED Ltd employees and sub contractors. In addition to HED Ltd employees, the Policy must be observed by all agency staff, contractors, consultants and any other individual working for, at, or on behalf of, HED Ltd.



Signed.....
Imogen Young Director HED Ltd
20.9.18

Privacy Policy

Policy brief & purpose

Our **Company Data Protection Policy** refers to our commitment to treat information of employees, customers, stakeholders and other interested parties with the utmost care and confidentiality. With this policy, we ensure that we gather, store and handle data fairly, transparently and with respect towards individual rights.

Scope

This policy refers to all parties (employees, job candidates, customers, suppliers etc.) who provide any amount of information to us. Employees of our company and its subsidiaries must follow this policy. Contractors, consultants, partners and any other external entity are also covered. Generally, our policy refers to anyone we collaborate with or acts on our behalf and may need occasional access to data.

Policy elements

As part of our operations, we need to obtain and process information. This information includes any offline or online data that makes a person identifiable such as names, addresses, usernames and passwords, digital footprints, photographs, social security numbers, financial data etc. Our company collects this information in a transparent way and only with the full cooperation and knowledge of interested parties. Once this information is available to us, the following rules apply.

Our data will be:

- Accurate and kept up-to-date
- Collected fairly and for lawful purposes only
- Processed by the company within its legal and moral boundaries
- Protected against any unauthorized or illegal access by internal or external parties

Our data will not be:

- Communicated informally
- Stored for more than a specified amount of time
- Transferred to organizations, states or countries that do not have adequate data protection policies
- Distributed to any party other than the ones agreed upon by the data's owner (exempting legitimate requests from law enforcement authorities)

In addition to ways of handling the data the company has direct obligations towards people to whom the data belongs. Specifically we must:

- Let people know which of their data is collected
- Inform people about how we'll process their data
- Inform people about who has access to their information
- Have provisions in cases of lost, corrupted or compromised data
- Allow people to request that we modify, erase, reduce or correct data contained in our database

Actions

To exercise data protection we're committed to:

- Restrict and monitor access to sensitive data
- Develop transparent data collection procedures
- Train employees in online privacy and security measures
- Maintain a secure network to protect online data from cyberattacks
- Establish clear procedures for reporting privacy breaches or data misuse
- Include contract clauses or communicate statements on how we handle data
- Establish data protection practices (document shredding, secure locks, data encryption, frequent backups, access authorization etc.)

Disciplinary Consequences

All principles described in this policy must be strictly followed. A breach of data protection guidelines will invoke disciplinary and possibly legal action.

November 2022 PY