

SILVMARC LTD

Equal Opportunities & Diversity Policy

Policy document

Document reference	SILV-POL-04
Version	1.0
Status	Approved
Effective date	June 2026
Next review	By 31 May 2027
Policy owner	Director
Approved by	Bogdan Barna, Director

1. Purpose and commitment

SILVMARC LTD is committed to providing equality of opportunity and to treating all individuals fairly, with dignity and respect. We are opposed to all forms of unlawful and unfair discrimination. We value diversity and want our recruitment and placement decisions to be based solely on merit, suitability, and the genuine requirements of the role.

2. Scope

This policy applies to the director and employees, and to all candidates and workers we recruit, place, or engage. It covers every stage of the recruitment and placement process, including advertising, selection, placement, pay, and treatment during an assignment.

3. The law and protected characteristics

We comply with the Equality Act 2010. We will not discriminate against any person on the grounds of a protected characteristic, namely:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race (including colour, nationality, and ethnic or national origin);
- religion or belief;
- sex; and
- sexual orientation.

4. Our commitments in recruitment and placement

In our recruitment and placement activity we will:

- base all decisions on the candidate's skills, experience, qualifications, and suitability for the role;
- ensure that job requirements are justified and not used to exclude people unfairly;
- make reasonable adjustments to support disabled candidates and workers;
- not pass on, or act upon, any discriminatory requirement from a client; and

- treat all workers fairly in relation to pay, conditions, and access to opportunities.

5. Forms of discrimination

Unlawful discrimination can take several forms, all of which are prohibited under this policy:

- direct discrimination;
- indirect discrimination;
- harassment;
- victimisation; and
- failure to make reasonable adjustments for a disabled person.

6. Responsibilities

The director is responsible for ensuring this policy is applied. Everyone working for or with SILVMARC is responsible for treating others fairly and without discrimination, and for not engaging in or tolerating any form of discrimination, harassment, or victimisation.

7. Raising concerns

Anyone who believes they have been treated unfairly, or who witnesses discrimination, harassment, or victimisation, should raise it with the director or through our Whistleblowing Policy. All concerns will be taken seriously and addressed promptly. No one will suffer detriment for raising a genuine concern.

8. Monitoring and review

This policy is owned by the director and reviewed at least annually.

Approval

This policy has been approved and adopted by the director of SILVMARC LTD and is reviewed at least annually.

Signed:	 _____
Name:	Bogdan Barna
Position:	Director, SILVMARC LTD
Date:	2026-06-27 _____

Audit trail

Details

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