

# Diversity, Equality and Inclusion at Vyta Secure Ltd

## Purpose

This policy underpins our expectations for inclusive values, culture and practice. It underlines that an inclusive culture is everyone's business through setting explicit expectations.

## Operating within the law

At Vyta Secure Ltd (Vyta), diversity, equity and inclusion is a company ethos. With our roots in Northern Ireland in 2002, we understand the complexity of living and working in a place where two national cultures coexist. Therefore, we know that our different perspectives and experiences supports our work towards a common purpose, making Vyta a stronger and more innovative company.

By maintaining a culture of equality and respect and embracing equal opportunity, Vyta is a better employer and supplier, and a responsible and representative member of our community. In a diverse and inclusive team, we are enabled to retain our employees, as they are more engaged and better able to reach their professional potential.

Vyta operates a fair and transparent workplace free from discrimination, harassment and abuse. This is regardless of sex, gender, sexual orientation, religion or belief, marital status, pregnancy, caring responsibilities, age or perceived age, race, colour, nationality, national origins, ethnic origin or disability. Vyta opposes all forms of unlawful and unfair discrimination. This is applicable throughout the business, including in recruitment, terms and conditions of employment, training and development, promotion and job growth, salaries and bonuses and on occasions when employment may be terminated.

In the interest of an applicant's health and safety, a very limited number of applicants might be asked about their health and/or disability (subject to reasonable adjustments) because of the physical nature of some roles within Vyta.

## Complaints

Any employee who believes that they have been treated unfairly within the scope of this policy should raise the matter through the grievance procedures. If an employee feels they cannot discuss the issue with their line manager, they should speak with the People Department. Allegations regarding potential breaches of this policy will be treated in confidence and investigated. Employees who make allegations in good faith will not be

victimised or treated less favourably as a result.

Any behaviour which contravenes this policy will be viewed very seriously and may result in disciplinary action. In serious cases, discrimination or harassment may result in summary dismissal.

## Responsibility

Every Vyta employee has the responsibility to:

- ✓ Read, understand and comply with the policy, and promote a harmonious and successful business environment.
- ✓ Not discriminate against any individual.
- ✓ Encourage other employees not to discriminate.
- ✓ Report any discrimination to their line manager, People Department, or Leadership Team

Vyta's Board has responsibility for monitoring this policy and ensuring it is followed in all areas of our company.

The People Department has responsibility for implementing relevant policies and procedures, and to monitor their effectiveness. They will establish and measure the metrics used to track our progress on an annual basis.

The ESG Committee will regularly review this policy and advise when updates are required. They will advise on appropriate and measurable actions that can be taken to promote the policy throughout the business.

## Policy Review

This policy shall be reviewed on a regular basis and at least annually.