

Equal Opportunities Policy



Purpose

Gemini Print Solutions is committed to promoting equality, diversity and inclusion, and to preventing unlawful discrimination in employment or in the provision of services. This policy sets out our commitment and guidance to help implement these principles in practice.

Scope

This policy applies to all employees, contractors, agency staff and associated persons, as well as to customers and service users.

Commitment

- We will not discriminate against anyone because of protected characteristics under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
- All employment decisions including recruitment, promotion, training, pay, benefits, discipline and redundancy will be made objectively, based on merit and where necessary with reasonable adjustments for disability.
- We strive to create a workplace free from harassment, bullying or victimisation and where all individuals are treated with dignity and respect.
- Our Dignity at Work Policy provides detailed guidance for preventing and addressing harassment and bullying.

Harassment and Bullying

Harassment is unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Bullying, victimisation and failure to make reasonable adjustments are also prohibited.

Responsibilities of Employees

- All employees must uphold the principles of equality, diversity and inclusion and avoid acts of discrimination, harassment, bullying or victimisation.
- Employees can be held personally liable for unlawful acts of discrimination or harassment.
- Violations of this policy may be treated as misconduct or gross misconduct, potentially leading to disciplinary action including dismissal.

Customers, Suppliers and Others

- Gemini Print Solutions will not discriminate unlawfully against customers, suppliers or other service users.

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- Employees should report any discriminatory behaviour by third parties to their manager who will take appropriate action and escalate to senior management if necessary.

Training and Awareness

- All employees receive training on equality, diversity and inclusion including guidance on preventing harassment and bullying.
- Managers receive additional training to handle complaints and support employees effectively.

Grievances

- Employees may raise complaints through the company's grievance procedure. Complaints regarding bullying or harassment are addressed in accordance with the Dignity at Work Policy.
- Employees will not be penalised for raising grievances in good faith.
- Using the grievance procedure does not affect the right to pursue a claim to an employment tribunal which generally must be made within three months of the alleged discriminatory act.

Monitoring and Review

- The company monitors workforce composition and the effectiveness of this policy including recruitment, promotions and retention.
- Personal data collected for monitoring purposes will be handled in accordance with UK GDPR and the Data Protection Act 2018.
- This policy is reviewed periodically to ensure it remains legally compliant and effective.

A handwritten signature in black ink, appearing to read "Steve Cropper".

Steve Cropper

Director

Updated: 12th January 2026

Next Review Date: 12th January 2027