

## EQUALITY AND DIVERSITY POLICY

### 1. RA is an Equal Opportunities Employer

RA acknowledges its legal, moral and ethical obligations in recruitment and employment matters so as to effectively offer equal opportunities to all persons irrespective of race, sex, marital status, sexual orientation, religion or religious belief, disability or age. RA strongly believes that it is contrary to its legal, moral and ethical duties to discriminate against any person on any of the above-stated grounds as pertaining to his or her terms and conditions of employment as well as opportunities for training and promotion within RA.

RA acknowledges that ensuring equal opportunity as well as equality and diversity is a continuous ongoing process requiring constant review and improvement. RA is committed to extending protection from discrimination and a positive working environment to all employees of RA.

The Head of Human Resources maintains the primary responsibility for the implementation, review, monitoring and ensuring of corrective action where necessary in relation to equal opportunity as well as equality and diversity.

### 2. Policy

Equality of opportunity with RA:

- 2.1 Extends to all matters relating to employment (including recruitment, performance appraisal reviews, training, assessment for promotion, disciplinary action, pay reviews, terms and conditions, grievances, etc.).
- 2.2 Covers all employees or potential employees and embraces the principle that all individuals shall be treated equally, regardless of their age, gender, ethnic origin, nationality, colour, religion, marital status, sexual orientation, religion or belief, disability, or background unless unequal or differentiated treatment is shown to be justified and related to employment duties and therefore appropriate.
- 2.3 As a matter of principle, equality in opportunity and treatment applies equally to suppliers, clients, customers and others directly or indirectly associated with any conduct of business of RA.

It is RA's clear objective and policy to embrace all of the principles of "equality of opportunity" as described above and to eliminate discrimination and encourage diversity amongst its workforce.

Selection for employment, promotion, training or any other benefit shall be made only on the basis of aptitude and ability.

RA's aim is to strive towards creating a workforce truly representative of society and an environment where everyone feels that they are fairly treated, with respect and provided with a work environment where they are able to give of their best.

All employees are required to operate within the framework of this policy. Any conduct to the contrary will be properly investigated, and disciplinary action (including dismissal) may be taken.

### 3. Procedure

#### Implementation and Review

RA will regularly review its practices, policies and procedures governing all aspects of employment, including recruitment, training, promotion, disciplinary action, etc. so as to ensure that there are no inherently discriminatory practices in place.

Where such reviews bring certain practices into question, or barriers to fulfilment of equal opportunities exist and where discrimination may be evident, intentional or unintentional, then such barriers and/or practices will be removed and/or changed at the earliest possible opportunity so as to remove any inappropriate discrimination or unfair or unequal treatment.

  
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Soraya Narfeldt  
CEO

Policy Implementation/ Review Date	Next Policy Review Date
January-2026	January-2027