

Equality, Diversity & Inclusion Policy

Version 1.2 | Last reviewed 24 August 2026 | Signed: Edgar Cabrera, Managing Director

- 1. Policy Statement

At Cleanfinity, we believe a diverse, inclusive, and respectful environment is essential to delivering excellent service and building a high-performing team. We are committed to promoting equality of opportunity, valuing difference, and ensuring that no employee, client, or supplier is discriminated against on any grounds.

- 2. Legal Framework

This policy is underpinned by the Equality Act 2010 and covers protection from unfair treatment based on (but not limited to): - Age, sex, race, ethnic origin, disability - Religion or belief, pregnancy or maternity - Gender reassignment, marital or civil partnership status - Sexual orientation - Part-time or fixed-term status We also protect employees from discrimination by association or perception.

- 3. Our Commitments

In the Workplace

- All roles are accessible and open to all, based on merit and capability - Employment decisions are free from bias and favouritism - Training is provided to raise awareness and challenge prejudice

In Our Culture

- Staff treat one another with dignity and respect - Differences are not just accepted but celebrated - We promote open communication and zero tolerance for discrimination

In Our Supply Chain

- - We prefer suppliers who demonstrate a commitment to diversity - We encourage partners to reflect our inclusive values
- 4. Responsibilities

Management is responsible for

- - Implementing and communicating this policy - Ensuring recruitment, promotion, and disciplinary practices are fair - Investigating all complaints fairly and sensitively

All Employees are responsible for

- - Acting in accordance with this policy at all times - Reporting discrimination, harassment, or exclusion - Supporting an inclusive workplace where everyone is respected
- 5. Grievances and Complaints

Any employee who believes they have been subject to discrimination, victimisation, or harassment can: - Raise the concern directly with their line manager or Director - Submit a formal grievance following Cleanfinity's internal procedures - Be assured of a fair, timely, and confidential response This does not affect

the legal right to raise a tribunal claim within 3 months of the incident.

- 6. Review and Monitoring

This policy will be reviewed annually and revised as needed to reflect legal updates or internal improvement. We monitor internal EDI data and welcome suggestions from staff on how to make Cleanfinity a more inclusive workplace.

- Signed: Edgar Cabrera Managing Director, Cleanfinity Limited

Document control

Owner	Cleanfinity Limited
Document	Equality, Diversity & Inclusion Policy
Version	1.2
Last reviewed	24 August 2026
Review cycle	Annual

Signed



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