



Equal Opportunities and Diversity Policy

Company	Audax International Ltd
Document Title	Equal Opportunities and Diversity Policy
Version	1.0
Effective Date	01/07/25
Review Date	01/07/26
Approved By	M Heffer, W Durrant, S Andrews

Equal Opportunities and Diversity Policy

Audax International Ltd

1. Policy Statement

Audax International Ltd is committed to promoting equality of opportunity, valuing diversity, and creating an inclusive working environment in which all individuals are treated with dignity, fairness, and respect.

As a provider of specialist training consultants to organisations operating in the criminal justice sector, including departments and agencies of the UK Government and foreign governments, we recognise the importance of maintaining the highest professional standards in relation to equality, diversity, and non-discrimination in all aspects of our business.

We are committed to ensuring that no employee, contractor, associate consultant, applicant, client, supplier, or other stakeholder is subjected to unfair treatment, discrimination, harassment, bullying, or victimisation.

This policy applies to all areas of our operations, including recruitment, selection, onboarding, deployment, training, performance management, promotion, remuneration, contract allocation, and termination of employment or engagement.

2. Purpose

The purpose of this policy is to:

- **promote equality of opportunity throughout Audax International Ltd;**
- **prevent unlawful discrimination, harassment, bullying, and victimisation;**
- **foster a culture of inclusion and respect;**
- **ensure employment and engagement decisions are based on merit, competence, capability, and business need;**
- **support compliance with applicable equality and employment legislation and good practice standards;**
- **demonstrate our commitment to fair and ethical business conduct in the UK and international markets.**

3. Scope

This policy applies to:

- **all employees of Audax International Ltd, whether permanent, temporary, fixed-term, full-time, or part-time;**
- **directors and senior management;**
- **self-employed consultants and associate trainers engaged by the company;**
- **agency workers, secondees, interns, and volunteers where applicable;**
- **applicants for employment or consultancy opportunities;**
- **all work-related activities, including recruitment processes, meetings, travel, training delivery, conferences, client engagements, networking events, and online communications.**

This policy applies equally to conduct in the workplace, at client premises, during travel, while working remotely, and in any setting connected with the company's business.

4. Our Commitment

Audax International Ltd will:

- **provide equality of opportunity in recruitment, selection, and engagement;**
- **make decisions based on objective and job-related criteria;**
- **seek to create an inclusive and professional culture in which difference is respected and valued;**
- **not tolerate any form of unlawful discrimination, harassment, bullying, or victimisation;**
- **work with consultants, staff, and clients in a way that promotes dignity, respect, and professional integrity;**
- **take reasonable steps to identify and remove unjustified barriers to participation or progression;**
- **investigate complaints seriously, fairly, and confidentially where possible;**
- **take appropriate action where this policy is breached;**
- **review relevant practices periodically to support continuous improvement.**

5. Protected Characteristics

Audax International Ltd will not discriminate unlawfully on the basis of any protected characteristic or other irrelevant factor. This includes, but is not limited to:

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

We also oppose discrimination on the basis of socio-economic background, caring responsibilities, working pattern, trade union membership, spent convictions where not relevant and lawful to consider, or any other characteristic unrelated to the requirements of the role.

6. Types of Unacceptable Conduct

Audax International Ltd prohibits the following:

6.1 Discrimination

Less favourable treatment because of a protected characteristic.

6.2 Indirect Discrimination

Applying a provision, criterion, or practice that appears neutral but disadvantages a group with a protected characteristic, unless objectively justified.

6.3 Harassment

Unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

6.4 Sexual Harassment

Any unwanted conduct of a sexual nature that has the purpose or effect of violating dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment.

6.5 Victimisation

Treating someone unfairly because they have made, supported, or intend to make a complaint under this policy, or because they have given evidence in connection with such a complaint.

6.6 Bullying

Offensive, intimidating, malicious, or insulting behaviour, or misuse of power, that undermines, humiliates, or injures another person. Bullying may not always be unlawful, but it is unacceptable and will not be tolerated.

7. Recruitment and Selection

Audax International Ltd is committed to fair and transparent recruitment and engagement processes.

We will:

- **advertise roles and consultancy opportunities in a fair and non-discriminatory way where appropriate;**
- **use role-related criteria and objective assessment methods;**
- **select candidates on the basis of qualifications, experience, competence, suitability, integrity, and ability to meet the requirements of the assignment;**
- **avoid unnecessary requirements that may unjustifiably disadvantage particular groups;**

- provide reasonable adjustments where appropriate for applicants with disabilities;
- ensure that recruitment and vetting decisions are proportionate, lawful, and relevant to the role.

Given the nature of our work in the criminal justice sector, some roles may require security vetting, nationality restrictions, language capability, travel capability, or other client-mandated criteria. Where such requirements apply, Audax International Ltd will ensure they are handled lawfully, proportionately, and only where genuinely necessary for the role or assignment.

8. Allocation of Work and Consultancy Assignments

As a supplier of specialist training consultants, Audax International Ltd will allocate assignments fairly and consistently.

Decisions regarding deployment to projects or client engagements will be based on legitimate business factors such as:

- skills, qualifications, and subject matter expertise;
- security clearance or vetting status where required;
- language capability;
- relevant sector and geographic experience;
- client requirements;
- availability;
- performance, conduct, and professional suitability;
- health, safety, and welfare considerations.

Assignment decisions will not be made on the basis of unlawful discrimination or stereotypical assumptions.

9. International Operations

Audax International Ltd works with UK and foreign government clients and may operate across different jurisdictions, cultures, and legal environments. While local laws, customs, and client requirements may vary, the company remains committed to core principles of dignity, fairness, and respect.

All employees and consultants representing Audax International Ltd are expected to:

- uphold this policy in all jurisdictions in which they work;
- behave professionally and respectfully toward colleagues, clients, delegates, interpreters, partners, and local stakeholders;

- avoid discriminatory conduct even where local norms may differ;
- raise concerns where client practices or local conditions appear inconsistent with this policy or with applicable law.

Where local legal or operational conditions create complexity, the company will consider each matter carefully and seek an appropriate, lawful, and ethical response.

10. Reasonable Adjustments

Audax International Ltd will take reasonable steps, where practicable and appropriate, to support disabled employees, workers, consultants, and applicants.

This may include adjustments to:

- recruitment processes;
- interview arrangements;
- working arrangements;
- communication methods;
- training materials or delivery formats;
- travel or deployment arrangements, where feasible.

Individuals are encouraged to inform the company of any adjustment needs so that these can be considered sensitively and appropriately.

11. Responsibilities

11.1 Directors and Senior Management

Directors and senior leaders are responsible for:

- setting the tone for an inclusive and respectful culture;
- ensuring this policy is implemented effectively;
- making sure decisions are fair, consistent, and properly documented where appropriate;
- addressing complaints or concerns promptly and appropriately;
- ensuring those acting on behalf of the company understand the standards expected.

11.2 Managers and Assignment Leads

Those with responsibility for recruitment, deployment, supervision, or client delivery must:

- act fairly and without bias;
- challenge inappropriate behaviour;
- ensure role requirements are genuine and proportionate;
- handle concerns seriously and sensitively;
- escalate issues where necessary.

11.3 Employees and Consultants

All employees and consultants must:

- treat others with dignity and respect;
- comply with this policy;
- avoid discriminatory, harassing, bullying, or victimising behaviour;
- report concerns or breaches promptly;
- cooperate with any investigation into alleged misconduct.

12. Complaints and Reporting Concerns

Any individual who believes they have experienced or witnessed discrimination, harassment, bullying, or victimisation in connection with Audax International Ltd should raise the matter as soon as possible.

Concerns may be raised with:

- a line manager;
- a director;
- the company's designated HR or policy contact, where applicable;
- another appropriate senior representative if the complaint concerns the usual contact person.

Complaints will be treated seriously and handled as confidentially as possible, consistent with the need to investigate and resolve the issue fairly.

No person will be subjected to retaliation for raising a genuine concern in good faith.

13. Investigation and Action

Alleged breaches of this policy will be investigated promptly and fairly.

Where a complaint is upheld, Audax International Ltd may take appropriate action, which may include:

- informal resolution;
- further guidance or training;
- removal from a project or client assignment;
- disciplinary action;
- termination of employment or consultancy engagement;
- notification to a client, regulator, or relevant authority where appropriate and lawful.

False allegations made maliciously or in bad faith may also result in action.

14. Training and Awareness

Audax International Ltd will seek to ensure that employees and consultants understand their responsibilities under this policy.

This may include:

- policy awareness during induction or onboarding;
- periodic refresher training;
- specific guidance for those involved in recruitment, consultant engagement, and international project delivery;
- reinforcement of expected standards through leadership communications and contractual terms.

15. Monitoring and Review

The company will review this policy periodically and may also review relevant practices and complaints data, where appropriate, to assess effectiveness and identify areas for improvement.

Any monitoring will be carried out in accordance with applicable data protection and confidentiality requirements.

16. Related Policies

This policy should be read alongside any other relevant company policies, including where applicable:

- Code of Conduct;
- Anti-Harassment and Bullying Policy;
- Recruitment and Selection Policy;
- Grievance Procedure;

- **Disciplinary Procedure;**
- **Safeguarding Policy;**
- **Data Protection Policy;**
- **Whistleblowing Policy.**

17. Policy Ownership

This policy is owned by Audax International Ltd and approved by senior management.