

Workplace Equality & Diversity Policy

1. Purpose.

Top Magic Limited (the “**Company**”) recognises that everyone has a contribution to make to our society and a right to equal opportunity. The purpose of this Policy is to ensure that Top Magic Limited promotes equality and diversity in the workplace and provides a working environment where all employees are treated with dignity and respect. This Policy outlines Company’s commitment to preventing discrimination and fostering an inclusive culture.

2. Scope.

This Policy applies to all employees, contractors, consultants, and any other individuals working for or on behalf of the Company. It covers all aspects of employment, including recruitment, training, promotion, and working conditions.

3. Policy Statement.

Top Magic Limited is committed to:

- Providing equal opportunities for all employees and job applicants.
- Promoting a culture of respect and inclusion.
- Preventing and addressing any form of discrimination, harassment, or bullying.
- Complying with all relevant equality legislation, including the Equality Act 2010, as amended and in force.

4. Definitions.

4.1 Equality: Ensuring that every individual has an equal opportunity to make the most of their lives and talents, and that no one is treated unfairly or discriminated against.

4.2 Diversity: Recognizing, valuing, and taking account of people’s different backgrounds, knowledge, skills, and experiences, and encouraging and using those differences to create a productive and effective workforce.

5. Responsibilities.

5.1 Management Responsibilities:

- Promote and support the principles of equality and diversity.
- Ensure that this Policy is communicated, understood, and implemented at all levels.
- Monitor compliance with this Policy and take action against breaches.

5.2 Employee Responsibilities:

- Treat colleagues with dignity and respect.
- Report any instances of discrimination, harassment, or bullying.
- Participate in training and development on equality and diversity.

6. Preventing Discrimination.

Company shall not tolerate any form of discrimination based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. Therefore shall:

- Ensure fair recruitment and selection processes.
- Provide equal access to training, promotion, and career development opportunities.
- Make reasonable adjustments to accommodate the needs of disabled employees.

7. Promoting Diversity.

Company is committed to creating a diverse workforce by:

- Valuing and respecting the different backgrounds and perspectives of employees.
- Encouraging an inclusive environment where everyone feels valued and respected.
- Supporting flexible working arrangements and work-life balance.

8. Addressing Harassment & Bullying.

Harassment and bullying are unacceptable and will not be tolerated. Company shall:

- Provide clear procedures for reporting and addressing complaints.
- Take all complaints seriously and investigate promptly.
- Take appropriate disciplinary action against those who breach this Policy.

9. Training & Awareness.

We will provide training and development to ensure that all employees understand their rights and responsibilities under this Policy. This includes:

- Induction training for new employees.
- Regular refresher training for all employees.
- Specific training for managers and supervisors on handling equality and diversity issues.

10. Monitoring & Review.

We will regularly monitor and review the effectiveness of this Policy to ensure it remains relevant and effective. This includes:

- Collecting and analysing data on the diversity of our workforce.
- Reviewing feedback from employees and stakeholders.
- Making necessary adjustments to improve our approach to equality and diversity.

11. Complaints & Grievances

Employees who believe they have been subjected to discrimination, harassment, or bullying should:

- report their concerns to [HR Department/Supervisor].
- Use Company's Harassment and Discrimination Policy to report concerns anonymously if necessary.

Complaints will be treated confidentially and investigated in accordance with Company's grievance procedures.

12. Approval & Acknowledgment.

This Policy has been approved by the senior management of Top Magic Limited and is effective as of July 2024.

The successful implementation of this Policy depends on the awareness and commitment of all staff members and associates.

All employees of the Company are required to acknowledge their understanding and commitment to this Workplace Equality & Diversity Policy.

Last Updated: 05 February 2026