

Harassment & Discrimination Policy

1. Purpose.

The purpose of this Policy is to ensure that Top Magic Limited (the “**Company**”) provides a working environment that is free from harassment and discrimination. This Policy outlines our commitment to preventing and addressing any form of harassment and discrimination in the workplace. Harassment and Discrimination Policy applies to all employees, contractors, consultants, and any other individuals working for or on behalf of the Company. It covers all work-related activities, including those occurring on Company premises, during business trips, at work-related social events, and through electronic communications.

2. Policy Statement.

Top Magic Limited is committed to:

- Providing a workplace where everyone is treated with dignity and respect.
- Preventing and addressing any form of harassment or discrimination.
- Ensuring that all employees understand their rights and responsibilities regarding harassment and discrimination.
- Complying with all relevant UK legislation, including the Equality Act 2010.

3. Definitions.

3.1 Harassment: Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment.

3.2 Discrimination: Treating someone less favourably because of a protected characteristic, which includes age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

4. Responsibilities.

4.1 Management Responsibilities:

- Promote a culture of respect and inclusion.
- Ensure that this Policy is communicated, understood, and implemented at all levels.
- Take appropriate action against anyone found to be in breach of this Policy.
- Provide training on harassment and discrimination prevention.

4.2 Employee Responsibilities:

- Treat colleagues with dignity and respect.
- Avoid engaging in any behaviour that could be considered harassment or discrimination.
- Report any instances of harassment or discrimination.
- Participate in training and development on harassment and discrimination.

5. Preventing Harassment & Discrimination.

Top Magic Limited shall not tolerate any form of harassment or discrimination. To prevent this, the Company shall:

- Implement 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.
- Promote awareness and understanding of harassment and discrimination issues.

6. Reporting & Addressing Complaints.

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

- Report the incident to their line manager or the HR department as soon as possible.
- Provide details of the incident, including dates, times, and any witnesses.

6.2 All complaints will be treated confidentially and investigated promptly. The investigation process will include:

- A thorough and impartial investigation of the complaint.
- Interviews with the complainant, the alleged harasser, and any witnesses.
- A written report of the findings and any recommended actions.

7. Disciplinary Action.

If the investigation finds that harassment or discrimination has occurred, appropriate disciplinary action will be taken. This may include:

- Formal warnings.
- Suspension or termination of employment.
- Other actions deemed necessary to address the behaviour and prevent recurrence.

8. Support for Affected Employees.

Company shall provide support to employees affected by harassment or discrimination.

This may include:

- Access to counselling services.
- Adjustments to working arrangements.
- Additional training or support as needed.

9. Training & Awareness.

Company shall provide training 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 harassment and discrimination 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 reported incidents.
- Reviewing feedback from employees and stakeholders.
- Making necessary adjustments to improve our approach to preventing and addressing harassment and discrimination.

11. 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 individuals related to the Company are required to acknowledge their understanding and commitment to this Harassment & Discrimination Policy.

Last Updated: 05 February 2026