

## **Equality and Diversity Policy**

**1. Purpose** Pen & Groove Ltd is committed to creating an inclusive environment where everyone is treated with respect and dignity.

**2. Scope** This policy applies to all individuals involved in activities organised by Pen & Groove Ltd.

### **3. Commitment to Equality**

- Pen & Groove Ltd will not tolerate discrimination based on race, gender, age, disability, sexual orientation, religion, or any other characteristic.
- We promote a culture of diversity and inclusion.

### **4. Implementation**

- All participants are encouraged to report any incidents of discrimination or harassment.
- Training and resources will be provided to ensure awareness of diversity and inclusion.

**5. Review** This policy will be reviewed annually or as needed.