



DIVERSITY AND EQUITY POLICY

WHAT IS DIVERSITY AND EQUITY?

The objective of this policy is to promote fair and equal access, for all current and potential students, contestants, customers and other stakeholders. At Comercial Escolà S.L., (hereinafter also referred to as the APP) we take a categorical stance against any conduct or practice related to prejudice motivated by, among others, nationality, race, ethnic background, skin colour, marital status, family responsibility, pregnancy, gender, sexual orientation, gender identity and expression, religion, age, social status, political opinion, serological and health status and physical disability or intellectual impairment.

This policy seeks to create a favourable education and competition environment that facilitates and strengthens equal opportunity, non-discrimination, diversity and the inclusion of the professionals, and which enables all current and potential students, contestants, customers and other stakeholders to understand the education programme in which they are enrolled/wishing to enrol to their full potential.

Comercial Escolà S.L. expresses its firm commitment with equal opportunity, which constitutes one of the basic pillars of professional progress, and the development thereof entails equitable treatment to promote the personal and professional progress of the company's workforce. Diversity and inclusion are therefore cross-cutting elements of our business value creation.

Diversity covers the set of characteristics that make people unique and singular, that is, the richness that each person contributes thanks to their variety, including visible and non-visible traits. Comercial Escolà S.L. recognizes the uniqueness of its students, contestants, staff, customers and other stakeholders, because of their differences and similarities, and advocates the utmost respect for others.



Inclusion refers to how differences between individuals are valued and opportunities are generated so that everyone can realise their full potential. In other words, a conscious strategy that focuses on developing the structures, systems, processes and culture that generate respect for the individual characteristics of all people within the organisation, while also promoting a sense of belonging that makes them feel valued and part of a group or community.

SCOPE

Comercial Escolà S.L. is an equal opportunity employer and is committed to developing policies and practices that eliminate discrimination and harassment in the workplace and also its education, training and development programmes, and in the provision of its services.

Comercial Escolà S.L. assumes its full responsibility in ensuring that all reasonable steps have been taken to prevent discrimination and harassment from occurring in the workplace and educational environment.

Comercial Escolà S.L. is committed to providing a fair and equitable learning and working environment for all current and potential students, contestants, customers and other stakeholders and Comercial Escolà S.L. staff. In offering education programme(s) as a WSET approved programme provider, we aim to provide learning programmes and pathways where programme design, course content, training facilities and all aspects of the training and assessment process are available in a way that allows equity of educational opportunity to all Candidates.

- Providing an inclusive educational and working environment where individual differences are respected and valued, ensuring that all people feel included and accepted, thus fostering creativity and innovation.
- Involving the entire Comercial Escolà S.L. community in matters of diversity, both internally (regardless of position) and with customers, suppliers, and other stakeholders.
- Promoting awareness and compliance with this policy among those with whom Comercial Escolà S.L. engages for commercial purposes: partners, suppliers, contractors, distributors, as well as any other public or private entity associated with our operations or services.



Comercial Escolà S.L. staff have a particular responsibility in ensuring effective inclusion of all stakeholders by responding to any conduct they become aware of which may violate this policy.

More specifically, Comercial Escolà S.L. grounds this Policy in the following action areas:

RAISING AWARENESS AND TRAINING

In order to foster an equal and inclusive working environment in which all employees feel free to express themselves for who they are, we implement a continuous educational strategy for all Comercial Escolà S.L. staff. Considering that training and raising awareness are vital to becoming a more diverse and inclusive community we develop training sessions in a variety of formats (e.g., workshops, conferences or courses) focusing on breaking down any unconscious biases for the entire workforce and especially for the people who manage teams and those involved in selection processes.

INCLUSIVE, NON-SEXIST AND NON-DISCRIMINATORY LANGUAGE AND COMMUNICATION

Comercial Escolà S.L. promotes the use of inclusive language, free from discriminatory references to people based on, among others, nationality, race, ethnic background, skin colour, marital status, family responsibility, pregnancy, gender, sexual orientation, gender identity and expression, religion, age, social status, political opinion, serological and health status and physical disability or intellectual impairment. In Comercial Escolà S.L. communications, we strive not to use any sexist, prejudicial or discriminatory references to any group in the images, documents, advertising and commercial materials (both internal and external).



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HARASSMENT AND DISCRIMINATION-FREE WORKING ENVIRONMENT

Comercial Escolà S.L. is categorical in its stance against any discriminatory conduct and practices. Thus, priority is given to fulfilling the objective of promoting an environment that prevents workplace, competition and sexual harassment motivated by, among others, nationality, race, ethnic background, skin colour, marital status, family responsibility, pregnancy, gender, sexual orientation, gender identity and expression, religion, age, social status, political opinion, serological and health status and physical disability or intellectual impairment, both in a physical and digital context, and specific procedures are established to ensure this is prevented. In addition, Comercial Escolà S.L. is committed to ensuring that our staff, as well as any stakeholders with whom we interact, do so in an environment that is free from derogatory or hostile comments, gestures or any other discriminatory behaviour.

PROCEDURE, ACTIONS AND RESPONSIBILITIES

Equal opportunity and diversity and equity requirements apply to Comercial Escolà S.L. staff and students, contestants, customers and other stakeholders who are enrolled in any education programme offered by Comercial Escolà S.L. Each student and/or contestant have the right to be treated fairly and to conduct their training in an environment that is free from harassment and/or discrimination.

Comercial Escolà S.L. staff have a responsibility to support and promote the principles of diversity and equity. Comercial Escolà S.L. staff and students, contestants, customers and other stakeholders must respect the rights of others and to treat each other fairly. It is unlawful to harass or otherwise victimise another student, contestant, customer because he or she has lodged a complaint of harassment or victimisation or because he or she has assisted in the investigation of such a complaint.



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Action	Responsibility
<p>Guiding equitable access to educational programmes offered by the APP to such groups including but not limited to:</p> <ul style="list-style-type: none">• People from culturally diverse backgrounds• Unemployed individuals• People living with disabilities• People from rural and remote areas• Members of disadvantaged groups.	<p>APP staff</p>
<ul style="list-style-type: none">• Overseeing and implementing all areas of diversity and equity practices within the day-to-day operations of the APP.• Responding to queries relating to diversity and equity and escalating any unresolved issues accordingly.	<p>APP Main Contact Other related parties</p>
<p>Specific implementation:</p> <ul style="list-style-type: none">• Identifying and removing any barriers to access and participation;• Ensuring, where possible, products and services offered by Comercial Escolà S.L. are free from limitation to users based on age, gender, physical, mental, social or other protected characteristics;• Ensuring all students, contestants, staff, customers and other stakeholders are informed that Comercial Escolà S.L. will make all reasonable undertakings to accommodate their learning needs;• Implementing reasonable adjustments as necessary to ensure delivery and assessment of all programmes meet individual students, contestants, staff needs;• Ensuring all practices are free from discrimination;• Where possible delivering education, training and assessment programmes and services that are relevant, accessible, fair and inclusive; and	<p>APP staff</p>



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<ul style="list-style-type: none">• All students, contestants, staff, customers and other stakeholders are provided with information about diversity and equity issues and Comercial Escolà S.L. complaint resolution process. Diversity and equity principles are communicated to candidates using the following methods:<ul style="list-style-type: none">○ Course Guide○ Spirit Essence website	
<p>Observation by Comercial Escolà S.L. staff of diversity and equity policy:</p> <ul style="list-style-type: none">• Information and policies relating to access and equity implemented and available to all prospective students, contestants, customers and other stakeholders and Comercial Escolà S.L. staff;• Comercial Escolà S.L. staff awareness of equal opportunity guidelines and dispute resolution processes and procedures;• Comercial Escolà S.L. staff induction to ensure knowledge and understanding to implement, communicate the policies and procedures of the organisation in relation to diversity and equity and support all prospective and current students and contestants to achieve their learning goals• Comercial Escolà S.L. interaction with prospective students, contestants, customers and other stakeholders in a courteous, professional and non-discriminatory way.• Diversity and equity principles are communicated to Comercial Escolà S.L. staff through the following methods:<ul style="list-style-type: none">○ Staff Induction Training○ Access to organizational policies and procedures through valid internal communication channels	<p>APP staff</p>



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QUERIES AND COMMUNICATIONS

All employees are expected to adhere to that set forth in this policy in the carrying out of their duties. The breach of any of the aspects set forth herein could lead to disciplinary proceedings which could result in corrective action.

For full information on the queries, complaint or grievance process associated with the diversity and equity policy please refer to the Spirits Essence Complaints and Appeals Policy and procedure available at www.spiritessence.es