

Linguarama Global Policies

5.1 Health and Safety

Throughout the Linguarama Group, we provide and maintain a safe and healthy learning environment for our clients and a safe and healthy working environment for our staff.

Our policies comply with Health and Safety legislation in the different countries in which we operate. We aim to reduce the risk of any injuries to our clients or to our staff through our policies and through regular risk assessments.

We work with our staff to reduce work-related ill-health.

5.2 Data Protection

At Linguarama we take our data protection responsibilities extremely seriously. We observe the data protection standards set by the European Union.

Our **processes and procedures** ensure that all data on clients and on staff is stored securely and can only be accessed by nominated personnel. Access to our School Management System (SMS) is granted at the minimum level required for our staff to carry out their work efficiently.

All Linguarama staff contracts include a clause which commits staff to acting in accordance with national data protection laws.

Linguarama staff are briefed regularly on data protection issues.

5.3 Equal Opportunities

As an international employer with a multi-national workforce from a range of cultures, we value the diversity of our staff.

We comply with current Equal Opportunities legislation in each country in which we operate.

We promote Equal Opportunities to all and make any Reasonable Adjustments needed to enable our staff, clients, learners and visitors perform to the best of their ability.

5.4 Corporate Social Responsibility

Linguarama aims to be a socially responsible company in all its activities and to set an example as a good corporate citizen in all countries in which it operates.

We are committed to maximizing the positive impact our staff and operations may have and to minimizing any negative impact we may have.