

## **EQUAL OPPORTUNITIES, DIVERSITY AND INCLUSION POLICY**

The selection methods we use for recruitment and promotion are related to the requirements of the job. We do not seek irrelevant qualifications, experience, or skills. Applicants are short-listed/selected solely on the basis of their assessed capability for the role.

We embrace principles supportive of equal treatment without discrimination and with the protection of employment law for all our colleagues.

Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted based on merit, against objective criteria that avoid discrimination.

Vacancies are advertised to a diverse section of the labour market. Advertisements avoid stereotyping or using wording that may discourage particular groups from applying. Job applicants are not asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability.

Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

We treat all employees equally; without discrimination and with respect for their human rights.

- We do not charge employees fees for hiring, placing, or promoting them.
- We provide written statements of terms and conditions of employment to all employees as required by law. These documents explain everything in a clear and transparent way.
- We support the right to seek, obtain and hold employment without discrimination and with complete respect for dignity.
- We do not coerce anyone to work for us. Choosing to work for us is done voluntarily.
- Everyone must prove their entitlement to work in the UK. However, we do not hold or retain original passports, identity documents or residency papers. Everyone should retain such documents personally.

- Everyone is paid regularly, in accordance with their terms and conditions of employment. Pay rates always meet or exceed the UK legal minimum. We provide a written summary of pay and deductions (pay slip) for each pay period.
- Working hours and rest breaks always meet national employment law. We summarise the detail in the written statement of terms and conditions of employment.
- Everyone has the right to join or not join a trade union at their complete discretion.
- We provide safe and decent working conditions with suitable training as necessary. Our operations comply with or exceed statutory health and safety standards.
- We provide formal grievance provisions through which colleagues are free to lodge a work-related complaint or raise a matter of concern.
- We do not impede anyone's freedom of movement or their opportunity to seek employment elsewhere.
- We do not utilise child labour. UK law governs the work of any young person that we employ.

## **PROTECTED CHARACTERISTICS**

No job applicant, colleague or anyone our organisation deals with receives less favourable treatment because of their protected characteristics.

The protected characteristics are:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race (including colour, nationality, ethnic or national origin)
- Religion or Belief
- Sex
- Sexual Orientation

## EMPLOYEES

Each and every one of us is a stakeholder in the success of this policy. We expect everyone to make a positive contribution towards maintaining an environment of equal opportunity throughout the organisation.

It is a everyone's responsibility to ensure they observe this policy at all times. In particular, they have individual responsibility to adopt the following:

- Not to take unlawful discriminatory actions or decisions contrary to the spirit of this policy.
- To not discriminate against, harass, abuse, or intimidate anyone on account of their protected characteristics.
- To not place pressure on any other employee to act in a discriminatory manner. Resisting pressure to discriminate placed on them by others and report such approaches to an appropriate Manager.
- Co-operating when we investigate, including providing evidence of conduct which may amount to discrimination.
- Co-operating with any measures introduced to develop or monitor inclusion, diversity, and equal opportunity.
- Taking responsibility in supporting the company to promote equal opportunities for all by following these guidelines and supporting policies around bullying, discrimination, harassment, and prejudice.

Discrimination is not just treating one person less favourably than another. It can take place because:

- Someone associates with a person with a protected characteristic.
- Someone is believed to possess a protected characteristic (even though they don't).
- Something particularly disadvantages people who share a protected characteristic more than others.

We expect everyone to treat and be treated by everyone and the people our company deals with considerately and with respect.

If a colleague feels subject to exclusion or discrimination, they need to make it clear to the individual concerned that they find it unacceptable. Person-to-person discussion at an early stage may be enough to resolve it without involving anyone else. Alternately, seeking the help of a trusted colleague and asking them to approach whoever has caused them offence.

If the behaviour discrimination continues, or is considered to be particularly serious, the grievance procedure needs to be implemented. We, as a company, assure that grievances will be dealt with promptly and in a discreet and caring manner.

Should anyone feel an individual's grievance is not appropriate to the situation, they may consider using our confidential reporting procedure.

### **BREACHES OF THIS POLICY**

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

Anyone who believes they have suffered discrimination they can raise the matter through our Grievance Procedure or Anti-harassment and Bullying Policy. Complaints will be treated in confidence and investigated as appropriate.

Nobody must be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately will result in the company investigating this matter utilising our disciplinary procedure.