

<b>EQUALITY POLICY</b>			OFFICIAL SENSITIVE
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<b>SECTION</b>	<b>TITLE</b>
<b>1.0</b>	Purpose
<b>2.0</b>	Scope
<b>3.0</b>	Roles & Responsibilities
<b>4.0</b>	Policy

### **1.0 Purpose**

This policy sets out how our organisation managed equality and equal opportunities, ensuring all of our employees are provided a healthy environment and all its employees, workers and job applicants are treated equally.

### **2.0 Scope**

This policy applies to all areas of the business ensuring employees, workers and job applicants shall not receive less favourable treatment because of any protected characteristic.

### **3.0 Roles & Responsibilities**

<b>JOB TITLE</b>	<b>RESPONSIBILITIES</b>
Managing Director	Is ultimately responsible for this policy.

## 4.0 Policy

### 1 Introduction

- 1.1 This document sets out our policy on equality and equal opportunities, which we have introduced as a commitment to make full use of the talents and resource of all our employees and to provide a healthy environment which will encourage good and productive working operations within our organisation. This policy does not form part of any contract of employment and we may amend it at any time.
- 1.2 We will ensure that all managers and supervisors with responsibility for equality and equal opportunities are provided with the appropriate equality and equal opportunities training where necessary, which may be updated as required. Other staff may also be required to attend equal opportunities training. Attendance at training will be compulsory if you are notified that you should attend a course.

### 2 Statement of principle

- 2.1 An equality policy statement will be publicised widely within the organisation. A copy of this policy is available from the Staff Handbook.
- 2.2 Our statement of principle on equality and equal opportunities is:

*'The Company is committed to a policy of treating all its employees, workers and job applicants equally. No employee or potential employee will receive less favourable treatment because of any 'protected characteristic', namely:*

- 2.2.1 *age (or perceived age);*
- 2.2.2 *disability (past or present);*
- 2.2.3 *gender reassignment;*
- 2.2.4 *marriage or civil partnership status;*
- 2.2.5 *race, colour, nationality, ethnic or national origins;*
- 2.2.6 *religion or belief;*
- 2.2.7 *sex;*
- 2.2.8 *sexual orientation;*
- 2.2.9 *trade union membership (or non-membership);*
- 2.2.10 *part-time or fixed term status*

*No employee or potential employee will be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.*

*The Company aims to encourage, value and manage diversity and is committed to equality for its entire staff. The Company wishes to attain a workforce which is representative of the communities from which it is drawn.*

*These principles of equality of opportunity and non-discrimination also apply to the manner in which our staff treat clients, our business partners and visitors.'*

2.3 Employees are expected to work with us towards these aims. In certain circumstances, an employee can be personally liable for discrimination against a fellow employee or a job applicant.

### **3 Equality principles**

3.1 There should be no discrimination, whether direct or indirect, because of any of the protected characteristics set out in our statement of principle on equal opportunities contained in paragraph 2.2 above. The types of discrimination that are prohibited are explained at paragraph 3.2 below.

3.2 Discrimination may occur in the following forms:

3.2.1 **direct discrimination**—this is treating someone less favourably because of a protected characteristic. An example of this is paying someone less because of their sex or because they belong to a particular racial group. 'Because of' is very wide and includes less favourable treatment based on a perception of another person, for example that the person is gay, or is disabled, whether or not this perception is correct and even if the perpetrator knows that their perception is, in fact, wrong. It also includes less favourable treatment because someone is associated with another person who has a protected characteristic;

3.2.2 **indirect discrimination**—this is treating people in the same way but in a way which adversely affects those with a protected characteristic. An example of this is telling all employees that they have to work late at night—although applied to everyone, it will adversely affect those employees with childcare responsibilities and these tend to be women;

3.2.3 **victimisation**—this is treating someone less favourably because they have asserted their right not to be discriminated against because of a protected characteristic. An example of this would be an employee claiming that they had been discriminated on the grounds of their disability and then their manager deciding when they left not to give them a reference because they had claimed disability discrimination; and

3.2.4 **harassment**—this is unwanted conduct, related to a protected characteristic, which has the purpose or effect of creating an intimidating, hostile, degrading, humiliating or offensive environment for someone or violating their dignity. Harassment may also be of a sexual nature or may occur because someone has harassed the victim and the victim either rejects or submits to it and, because of that rejection or submission, that person treats the victim less favourably.

3.3 We will appoint, train, develop, reward and promote on the basis of merit and ability.

3.4 All employees have personal responsibility for the practical application of our equality policy, which extends to the treatment of job applicants, employees (including former employees), clients and visitors.

3.5 The principles set out in this policy apply in the workplace and outside the workplace in a work-related context, such as on business trips, customer or supplier events or work-related social events.

3.6 Special responsibility for the practical application of our equality policy falls upon managers, and supervisors involved in the recruitment, selection, appraisal, promotion and training of employees and the way their terms of employment are fixed.

- 3.7 Our Grievance Procedure is available to any employee who believes that they may have been unfairly discriminated against. A copy of this procedure is available from the Staff Handbook. Employees will not be victimised in any way for making such a complaint in good faith. Complaints of this nature will be dealt with seriously, in confidence and as soon as possible.
- 3.8 Disciplinary action will be taken against any employee who is found to have committed an act of unlawful discrimination. Serious breaches of this policy and serious incidents of harassment and bullying will be treated as gross misconduct. Unwarranted allegations that are not made in good faith may also be considered as a disciplinary matter.
- 3.9 In the case of any doubt or concern about the application of this policy in any particular instance or situation, please consult the HR department as soon as possible.
- 3.10 We will keep our policy, procedures and practices on equality and equal opportunities under review.