



## EQUALITY AND DIVERSITY POLICY

### POLICY STATEMENT

The Company promotes a culture of respect and tolerance and aims to create a productive working environment, free from any form of discrimination. You should read this Policy to ensure that you understand what amounts to discriminatory behaviour and the processes that the Company has in place for addressing allegations of discrimination.

### WHO IS COVERED BY THIS POLICY?

This Policy applies to all staff.

This Policy applies to all dealings you, as a member of staff have with any individual or organisation you come into contact with during the course of your work with the Company.

This Policy does not form part of your contract of employment and the Company may amend it at any time.

### YOUR RIGHTS AND OBLIGATIONS

You have the right not to be unlawfully discriminated against.

You must not unlawfully discriminate against other people (including current and former staff members, job applicants, clients, customers, suppliers and visitors). This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts), and on work-related trips or events including social events.

### WHO IS PROTECTED?

The law prohibits discrimination on the basis of: age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. These are known as "protected characteristics".

### WHAT IS DISCRIMINATION?

Discrimination can take many forms. The most common ones are listed in the following table.

Direct discrimination	Treating a person less favourably because of a protected characteristic.
Indirect discrimination	Where there is a policy criteria or practice that applies to everyone but has an adverse impact on a group who share a protected characteristic and which cannot be justified.
Harassment	Unwanted conduct related to a protected



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characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with under the Company's Anti Bullying and Harassment Policy.

### Victimisation

Treating someone less favourably because they have asserted their rights under this Policy e.g. they have complained or supported someone else's complaint about discrimination or harassment.

### IN WHAT SITUATIONS CAN DISCRIMINATION OCCUR?

Discrimination can take place in a range of contexts. In particular, it is unlawful to discriminate in relation to:

- recruitment and selection;
- contractual terms;
- access to promotion;
- access to training and development opportunities;
- pay and benefits; or
- by subjecting someone to detrimental treatment.

### POINTS TO NOTE

At times it may be necessary for the Company to implement a policy or practice which disadvantages a group of people with a particular characteristic in order to meet a specific business aim.

The Company is obliged to ensure that all staff are entitled to work in the UK. To that end, it requires all prospective staff to provide evidence to establish that they are eligible to work legally in this country.

The Company may request information relating to a job applicant's ethnic group, gender, disability, sexual orientation, religion and age so that it can monitor the diversity of its workforce.

### DISABILITIES

You should notify your Director if you believe that you are disabled. This will enable the Company to provide appropriate support for you. Do not assume that the Company is aware of your condition and its effects - it is your responsibility to draw this information to the Company's attention. Please note that the Company may



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need to refer you to an occupational health physician to obtain an expert's view on your condition and its implications.

For staff who do have a disability, the Company is committed to working with you to identify any reasonable adjustments that might need to be made to your role, working arrangements or environment.

### FIXED-TERM STAFF

The Company monitors the use of fixed-term staff and agency workers and their conditions of service to ensure that they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities. The Company will, where relevant, monitor their progress to ensure that they are accessing permanent vacancies.

### PART-TIME STAFF

The Company monitors the conditions of service of part-time staff and their progression to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. The Company will ensure requests to alter working hours are dealt with appropriately via the Company's Flexible Working Policy.

### BREACHES OF THIS POLICY

If you believe that you may have been discriminated against, harassed or victimised you are encouraged to raise the matter through the Company's Grievance Procedure.

Allegations regarding potential breaches of this Policy will be treated in confidence and investigated in accordance with the relevant procedure. Staff who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under the Company's Disciplinary Procedure.

Any member of staff who is found to have committed an act of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. The Company takes a strict approach to breaches of this Policy.

### DOCUMENT RESPONSIBILITY & REVIEW

Jon Chick is responsible for implementation and management of this policy.

Revision	Date	Nature of Changes	Approved by:
0	October 2018	Original Issue	Jon Chick
	March 2019	No changes	Jon Chick

Signed:

*JP Chick*