





## Diversity and Equal Opportunities Policy

Document Control

Change Control Table

Version	Description	Release Date
1.0	Approved and Released	April 2019
2.0	Approved and Released	October 2019

Approval

Name	Date	Signature
Chris Wareing, Director	April 2019	
Chris Wareing, Director	October 2019	
Chris Wareing, Director	October 2021	



## Diversity and Equal Opportunities Policy

We are committed to promoting equal opportunities in employment and in the workplace. Our staff and any job applicants will receive equal treatment regardless 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'.

### 1. About this Policy

This policy sets out our approach to diversity and equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

### 2. Discrimination

You must not unlawfully discriminate against or harass other people including current and former employees, 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.

The following forms of discrimination are prohibited under this policy and are unlawful:

- **Direct discrimination:** treating someone less favourably because of a protected characteristic. For example, rejecting a job applicant because of their religious views, their sex or race, or because they might be gay.
- **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular protected characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time could adversely affect women because they generally have greater childcare commitments than men. Such a requirement could be discriminatory unless it can be justified.
- **Harassment:** this includes sexual harassment and other unwanted conduct related to a protected characteristic, which has the purpose or effect of violating

someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

- **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and a failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

### 3. Recruitment and Selection

Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit and against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying. They should include a short policy statement on equal opportunities and a copy of this policy will be made available on request.

Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a protected characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

Job applicants should not be asked about health or disability before a job offer is made, except in the 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. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

### 4. Disabilities

If you are disabled or become disabled, we encourage you to tell us about your condition as soon as possible so that we can consider what reasonable adjustments or support may be appropriate.

### 5. Part-time and fixed-term work

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

## **6. Training**

Educational and vocational courses leading to relevant qualifications are available to all employees equally. Training in matters relating, directly or indirectly, to equal opportunities is regarded as a vital component in the training programmes for managers and supervisors, both as a means to maintaining the level of awareness of the policy and of ensuring that the policy is operating as the company intends.

## **7. Conditions of Employment and Provision of Benefits and Service**

All conditions of employment, employee benefits and services to apply to all employees equally. Accommodation and facilities are provided, as far as it is practicable to do so, having proper regard for the needs of the disabled.

## **8. 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.

If you believe that you have suffered discrimination you can raise the matter through the company's grievance procedure. Complaints will be treated in confidence and investigated as appropriate.

You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our disciplinary procedure.

## **9. Monitoring**

The organisation will monitor and continuously review the operation of the policy and expects all employees to co-operate by providing relevant information, where necessary. All such information will be treated as strictly confidential and used solely for this purpose.

## **10. Variations**

This policy does not form part of any employee's contract of employment and it may be amended at any time.