



Human Resources

Equality, Diversity and Inclusion Policy

POL-HR-013





Equality, Diversity and Inclusion Policy

Contents

1	Purpose	3
2	Principles	3
3	Recruitment.....	3
4	Development and Training	3
5	Bullying and Harassment.....	3
6	Discrimination.....	4
7	Disability	4
8	Victimisation.....	4
9	Employee Assistance Programme.....	4
10	Diversity Forum.....	4
11	Further Guidance	5



Equality, Diversity and Inclusion Policy

1 Purpose

The Company is committed to supporting diversity and creating an inclusive culture and as such will strive to create an environment that is responsive to different cultures and groups in all our interactions with employees, visitors, clients, suppliers, contractors and the communities in which we operate.

The Company will ensure that every individual is treated with fairness and respect and has access to equal opportunities, regardless of who they are. Our people come from a range of cultures and backgrounds and we believe this diversity makes us a successful business. Attracting, recruiting, developing and retaining the best people is a key objective and, therefore, the Company is committed to promoting equal opportunities and to providing a culture where people are treated with respect and dignity in line with our vision and values.

No individual will be discriminated against on the grounds of any protected characteristics. This includes, but not exclusively, discrimination because of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, sex, religion or belief or sexual orientation

The Company's aim is to create a culture whereby everyone can bring their whole selves to work and to be able to challenge questionable behaviour and practice which is not in line with our values.

2 Principles

- Everyone has a duty to act in accordance with this policy and to treat colleagues with dignity at all times
- Ensure that everyone is provided with the opportunity to fulfil their potential whilst at work and perform at their best every day
- Recognise and value differences amongst our colleagues
- Ensure that everyone is treated fairly and protected from discrimination, bullying or harassment
- Ensure that our values and behaviours are demonstrated through our actions and the way we conduct ourselves
- Ensure the people we recruit have the behaviours and attitudes that meet the needs of our business
- Behaviour, actions or words that contravene this policy will not be tolerated and will be dealt with in line with the Company Disciplinary Procedure

3 Recruitment

The intention of the Company is to recruit for any position in a fair and non-discriminatory manner. It is essential that recruitment and selection procedures are based on objective criteria related to the needs of the job and that such criteria are applied equally at all stages during the process to all applicants at all levels within the Company.

4 Development and Training

The Company will ensure that no employee is disadvantaged in the provision of training and development opportunities. All employees will be given opportunities for promotion and career progression within the business depending on job related competencies, qualifications, abilities, skills training and experience and in accordance with the future needs of the business.

5 Bullying and Harassment

All employees should expect to be treated with dignity and respect whilst at work and have an equal responsibility to treat their colleagues similarly.



Equality, Diversity and Inclusion Policy

6 Discrimination

The Company perceives bullying, harassment and victimisation of any individual as contradictory to our aspirations for a supportive working environment and will not be tolerated. Any allegations of such behaviour will be investigated, and ultimately disciplined, in accordance with the Company Disciplinary Procedure.

7 Disability

If an individual is disabled or becomes disabled in the course of their employment they are encouraged to inform the Company about their condition as soon as possible in order that they can be supported and consideration given to making reasonable adjustments.

8 Victimisation

Victimisation is where someone is treated badly or less favourably than others because they have made a complaint or supported a complaint or raised a grievance about discriminatory action. The Company will take all reasonable steps to ensure that employees are protected against victimisation.

The Company is committed to creating a harmonious working environment which is free from harassment, including discrimination, victimisation and bullying and which protects the dignity of female and male employees irrespective of their Protected Characteristics. Harassment is offensive and prejudicial to a productive working environment. It is indicative of a lack of respect for the person harassed, undermines their position and may have a negative impact upon health and wellbeing, job performance and sense of personal security.

9 Employee Assistance Programme

If an employee feels that have been victimised, harassed, bullied or discriminated against they may wish to use the Life & Legal Safe Hands helpline for information and support where confidentiality can be guaranteed. The service operates 24 hours a day – details of which can be found on the Intranet.

Alternatively, employees are advised to speak with their Line Manger or a member of Human Resources.

10 Diversity Forum

The Diversity Forum mission is to create an inclusive environment that reflects the communities in which we operate, that allows each person to reach their full potential and that values everyone for their unique contribution.

The Diversity Forum meets on a monthly basis and its purpose is to:

- To ensure the Company recognises the benefits of a diverse employee base and the business works proactively to break down barriers and encourage diverse talent to the business
- Ensure the Company monitors its diversity profile and has ready access to industry performance data to allow measurement, comparison and analysis
- Share and communicate the Company's Equality, Diversity and Inclusion ambition throughout its supply chain and peer group
- Ensure diversity and inclusion activity is co-ordinated effectively with business nits and support functions
- Develop, agree and support the implementation of an annual diversity action plan
- Liaise with other similar groups outside of the business, sharing best practice and learning together
- Provide accurate reporting on the Forum's performance to the business.



Equality, Diversity and Inclusion Policy

11 Further Guidance

Should you have any questions on any aspect of this Policy then please contact a member of the HR team for advice and/or guidance.