

INTEQUAL

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Policy: Equal Opportunities

Ref – Equal
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Approved by: Rod Harris (Director)

1 Equal Opportunities Policy

It is the Company's policy not to discriminate against its employees, job applicants or individuals who work at the Company based on their gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability, age, or pregnancy (collectively "the Protected Characteristics"). The principle of non-discrimination and equality of opportunity applies equally to the treatment of visitors, clients, customers, and suppliers. Unlawful discrimination based on a Protected Characteristic will be referred to as "Unlawful Grounds". Discrimination may be:

- Direct; where someone is treated less favourably because they have a Protected Characteristic.
- Indirect; where an individual is subject to an unjustified provision criterion or practice which puts them at a disadvantage based on one of the unlawful grounds, e.g. a height requirement that would eliminate a higher proportion of women than men.
- Victimisation; where an individual is treated less favourably because of action taken to assert legal rights against discrimination or to assist a colleague in that regard.
- Harassment; where an individual "A" engages in unwanted conduct based on one of the unlawful grounds that has the purpose or effect of violating another individual's "B's" dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for B.

The policy applies to the:

- Advertising of jobs
- Recruitment and selection
- Training and development
- Opportunities for promotion
- Conditions of service
- Benefits and facilities
- Pay
- Health and safety
- Conduct at work
- Grievance and disciplinary procedures
- Termination of employment, including redundancy.

All employees have a duty to act in accordance with this policy and not to discriminate against or harass other members of the workforce, visitors, clients, contractors, customers, or suppliers.

If you are subjected to harassment, discrimination, or victimisation on any of the unlawful grounds, you will have the full support of the Company's management in putting a stop to it.

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There are various ways in which you can deal with the behaviour, ranging from simply asking the person to stop, to taking up a formal complaint. You are encouraged to raise the matter through the Company's grievance procedure if you feel that an informal means of dealing with this has not worked or will not work. You should act promptly – do not wait until working conditions reach an intolerable level or your personal wellbeing is put in jeopardy. If, after investigation, you are proven to have discriminated against any other worker on any of the unlawful grounds, you will be subject to disciplinary action and in serious cases such behaviour may constitute gross misconduct and, as such, may result in summary dismissal.

The Company will regularly monitor the effectiveness of this policy to ensure it is achieving the objectives stated above, by monitoring the composition of job applicants and the benefits and career progression of its workers.

The Company is committed to providing relevant training for all staff on their responsibilities and duties under this policy.