

INTEQUAL

Equal Opportunities Policy

Version 2

Ref – Equal Opportunities Policy

Issue: July 2023

Review: July 2024

**Approved by: Rod Harris
(Board Representative)**

Content

Our commitment	2
Objectives.....	2
Scope.....	2
Definitions.....	3
Equal opportunities.....	4
Our responsibility.....	4
Changes to this policy	5
History.....	5

Our commitment

Intequal is committed to providing equal opportunities to our employees, learners and customers, to breaking down barriers and to the elimination of unlawful and unfair discrimination.

We embrace and celebrate the diversity of our workforce, learners and customers and seek to achieve equality in their experience and achievements through the implementation of transparent policies, processes, and procedures and through providing effective support.

As part of our commitment to equality and diversity, we will provide training to our employees and learners and ensure that we have appropriate policies to deal with discrimination, harassment, or bullying complaints.

Objectives

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each team member to feel respected and able to give their best. It also allows our team members to understand our zero-tolerance approach to discrimination, bullying and harassment and to recognise unacceptable behaviours.

Scope

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.

Definitions

Keywords used in the policy and what they mean in relation to this policy:

Keyword	Definition
Direct discrimination	Is where a person is treated less favourably than another because of a protected characteristic.
Harassment	Is where there is unwanted conduct, related to one of the protected characteristics: <ul style="list-style-type: none"> • Has the purpose or effect of violating a person’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person, or • Is reasonably considered by that person to have the effect of violating his or her dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for him or her.
Indirect discrimination	Is there a provision, criterion or practice that is applied in a way that would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Victimisation	Is where someone is treated less favourably than others because he or she has alleged unlawful discrimination or supported someone to make a complaint or given evidence in relation to a complaint.
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Equal opportunities

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.

Our responsibility

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.

Ref – Equal Opportunities Policy		Page 4 of 5
Issue: July 2023	Review: July 2024	Approved by: Rod Harris
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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 well-being 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.

Changes to this policy

Intequal review policies and subsequent documents will be published on our website annually. The policy issue and review date can be found in the footer of the document.

History

Version	Author	Change	Date
V2	Vini Pathmanathan	First version in the new policy template	July 2023
V2	Rod Harris	Renewal approved	31/07/2023