

CP22 Equality & Diversity Policy Rev 1

Introduction	<p>We are committed to eliminating discrimination amongst our workforce. Our objective is to create a working environment in which there is no unlawful discrimination and all decisions are based on merit.</p> <p>This policy has the full support of our Directors.</p>
Status of this policy	<p>This policy does not give contractual rights to individual employees. The company reserves the right to alter any of its terms at any time although we will notify you of any changes.</p>
Eligibility	<p>This policy applies to all employees, workers, agency workers, contractors and job applicants.</p>
What is discrimination?	<p>Discrimination is unlawful when it takes place on one of the following grounds (the 'protected characteristics'):</p> <ul style="list-style-type: none"> • age • disability • gender re-assignment • marriage and civil partnership • pregnancy and maternity • race • religion or belief • sex • sexual orientation <p>Discrimination can take a number of forms:</p> <ul style="list-style-type: none"> • Direct discrimination is when someone is treated worse than someone else just because of a protected characteristic, e.g. it would be direct discrimination if a manager excludes an employee from a training course just because they are gay. • It is also direct discrimination when someone is treated worse than someone else because they associate with someone with a protected characteristic or because they are perceived to have a protected characteristic, e.g. it would be direct discrimination if an employee ostracised a colleague because the colleague has a gay flatmate or because they think the colleague is gay. • Indirect discrimination is when an apparently neutral practice or requirement disproportionately disadvantages one group and cannot be justified by the needs of the business, e.g. imposing a requirement that job applicants must speak fluent English disproportionately disadvantages non-English groups and would be unlawful unless it could be justified on genuine business grounds. • It is also discrimination when a disabled person is treated unfavourably because of something connected to their disability and this cannot be justified by the needs of the business or when the business fails to make reasonable adjustments for a disabled person.
Our responsibilities and approach	<p>We aim to avoid discrimination in all aspects of employment and recruitment. Our approach to different aspects of employment and recruitment is set out below.</p>

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Recruitment and selection	<p>We aim to ensure that job requirements and job selection criteria are clear and based only on what is required to get the job done effectively. We will avoid making stereotypical assumptions based on protected characteristics about who is able to do a particular job.</p> <p>We aim to ensure that no job applicant is placed at a disadvantage by practices or requirements which disproportionately disadvantage protected groups and which are not justified by the demands of the job.</p> <ul style="list-style-type: none"> • For all jobs, we will draw up a clear and accurate job description and person specification to ensure that we remain focussed on what the job involves and the skills, experience and qualifications which are relevant and necessary to do the job. • If a job can be done flexibly, we aim to say so in the job description. • Shortlisting for interview will be done by two managers. • If we hold interviews, we will try to ensure that more than one person conducts them to avoid unintentional bias. • We will not ask for personal or irrelevant information on application forms or in interviews. We will focus instead on whether someone has the relevant skills, qualities and experience to do the job.
Promotion, training and performance review/appraisals	<p>Promotion and training decisions will be made on the basis of merit. We will not unlawfully discriminate against any employee in making promotion or training decisions. We believe all employees should have an equal opportunity to progress and develop.</p> <p>We will advertise promotion and transfer opportunities. We will try to ensure that training and development opportunities are made known to all relevant employees. However, training needs will be identified through regular reviews/training needs analysis/performance review discussions.</p> <p>We have a formal performance review/appraisal system which helps us to ensure that employees are being assessed fairly, allowing an open discussion and input by both manager and employee.</p>
Positive action	<p>For some recruitment and promotion exercises we may take positive action to address under-representation in our workforce by encouraging applications from people from certain under-represented groups. For example, we may state on advertisements that we particularly welcome applications from certain groups, we may target our advertising towards particular groups, we might hold open days, work shadowing opportunities targeted at particular groups or we might provide training for particular groups to prepare them for promotion. However, we will ultimately make recruitment and promotion decisions on merit and not on the basis of protected characteristics.</p>
Working conditions and terms of employment	<p>We will try to accommodate cultural or religious practices such as prayer requirements where we reasonably can.</p> <p>We aim to ensure that our terms of employment, benefits, facilities and policies are free from unlawful discrimination.</p> <p>We will ensure that decisions made under our disciplinary, grievance, performance improvement and attendance management policies are carried out fairly and without discrimination.</p>

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	We aim to ensure that our pay systems are transparent, fair and free from discrimination.
Termination of employment	<p>We will ensure that we avoid discrimination in making decisions about dismissal or redundancy.</p> <p>Only a Director or nominated deputy may dismiss an employee.</p>
Disabled employees	We will make adjustments to accommodate disabled employees where possible and reasonable. If you think you may have a disability, you are encouraged to tell the business about this so that we can explore what adjustments might be appropriate.
Training on equalities	We will train our managers and those responsible for recruitment on understanding and avoiding discrimination.
Monitoring	<p>We may ask job applicants, employees and contractors for information about some of their protected characteristics. We do this to help us to:</p> <ul style="list-style-type: none"> • establish whether our equality policy is effective in practice; • highlight possible inequalities and where appropriate investigate their underlying causes; and • take action where we think it is needed to address problems or reduce disparities. <p>We collect this information anonymously and we will use it only for monitoring purposes and not for any other purpose. We will protect the confidentiality of the information given to us.</p> <p>An example of the type of monitoring we may carry out is to review how many people with particular characteristics apply for each job, are shortlisted and recruited.</p>
Your rights and responsibilities	<p>You have the right not to experience unlawful discrimination in our workplace. You also have a responsibility to understand this policy and help us to implement it.</p> <p>All employees, workers, agency workers and contractors have a duty not to discriminate against each other and not to help anyone else do so.</p>
Our relationships with visitors/customers/suppliers	You must not discriminate against any of our visitors, customers or suppliers. Equally, we expect our visitors, customers and suppliers not to discriminate against you and we will take appropriate action against any found to have done so.
What to do if you have been discriminated against	<p>If you believe you may have been discriminated against, please tell us. You can speak informally with your manager or Human Capital. If you want to make a more formal complaint, you are encouraged to raise the matter through our grievance procedure. If you believe there has been any bullying or harassment then you should raise the matter through our bullying and harassment procedure.</p> <p>Allegations of potential breaches of this policy will be treated seriously. Employees and contractors who make such allegations in good faith will not be victimised or treated less favourably as a result. However, false allegations of</p>

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	a breach of this policy which are found to have been made in bad faith will be dealt with under our disciplinary procedure.
What will happen if you act in a discriminatory way?	If, after investigation, we decide that you have acted in breach of this policy you may be subject to disciplinary action up to and including dismissal. This applies to the most senior levels of management as well as to all other employees.

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