

ADAMS HENDRY CONSULTING LIMITED

DIGNITY AT WORK – EQUAL OPPORTUNITIES POLICY

1. Introduction

Adams Hendry Consulting Limited (the Company) is an equal opportunity employer. We are committed to ensuring within the framework of the law that our workplaces are free from unlawful discrimination, and that all who work with us feel respected, valued and fairly treated. This policy sets out the Company's position on equal opportunities in all aspects of employment (including recruitment, promotion and following termination of employment), and provides guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of race, sex, sexual orientation, gender reassignment, age, religion, politics, marital status, disability or part-time and fixed term contract status.

The framework of the law covering discrimination is contained in the following Acts of Parliament or other Regulations, which provide the context for the contents of the subsequent sections of this policy:

- Sex Discrimination Acts 1975 and 1986; SDA 1975 (Amendment) Regulations 2008; and Sex Discrimination (Gender Reassignment) Regulations 1999
- The Equality Act 2010
- Race Relations Act 1976, and Race Relations (Amendment) Act 2000
- Commission for Racial Equality Statutory Code of Practice on Racial Equality for Employment 1983
- Equal Pay Acts 1970 and 1983 and EPA 1970 (Amendment) Regulations 2004
- Employment Equality (Age) Regulations 2006
- Disability discrimination Acts 1995 and 2005
- Employment Equality (Religion or Belief) Regulations 2003
- Human rights Act 1998.

2. Comprehensive Responsibility

- **It is the responsibility of every person in management to ensure compliance at all times with this policy.**
- **It is the responsibility of every employee to ensure they comply with this policy.**
- **It is the responsibility of everyone to treat all those with whom they come into contact during their working life with the Company with respect and dignity.**

3. Statement of Policy

It is Company policy to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, sex, sexual orientation, gender reassignment, age, religion or belief, politics, marital status, disability or part-time and fixed term contract status, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The Company is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of recruitment and employment.

The Company recognises that adhering to this Equal Opportunities Policy combined with relevant employment policies and practices, maximises the effective use of individuals in both the Company's and employees' best interests. The Company also recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.

The application of recruitment, training, and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits.

All employees of the Company will be made aware of the provisions of this policy on induction and regularly through normal Staff Communications processes.

4. Recruitment and Promotion

Recruitment and employment decisions will be made on the basis of fair and objective criteria. Our selection procedures are reviewed regularly to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination.

Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict applicants in terms of race, sex, sexual orientation, gender reassignment, age, religion or belief, politics, marital status, disability or part-time and fixed term contract status.

Recruitment literature will not state or imply a preference for one group of applicants unless there is a genuine occupational qualification that limits the post to this particular group, in which case this will be clearly stated.

All vacancies will be circulated internally, unless the requirement is for additional resource beyond any existing capacity.

All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.

All selection will be thorough, conducted against specific criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

5. Employment

The Company will not discriminate on the basis of race, sex, sexual orientation, gender reassignment, age, religion or belief, politics, marital status, disability or part-time and fixed term contract status in the allocation of duties between employees employed at any level with comparable job descriptions.

The Company will, following appropriate risk assessment, put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.

All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

6. Training

Employees will be provided with appropriate training regardless of race, sex, sexual orientation, gender reassignment, age, religion or belief, politics, marital status, disability or part-time and fixed term contract status.

All employees will be encouraged to discuss their career prospects and training needs with the appropriate Director.

7. Discrimination

Discrimination can be direct or indirect. Both forms of discrimination must be avoided.

Direct discrimination occurs when one person is treated less favourably than another on grounds relating to race, sex, sexual orientation, gender reassignment, age, religion or belief, politics, marital status, disability or part-time and fixed term contract status.

Indirect discrimination occurs where a requirement is imposed which can be complied with by a smaller proportion of persons of a particular sex, sexual orientation, gender reassignment, race, age, religion or belief, politics, marital status, disability, part-time or fixed term contract status, than persons in another group and which is not objectively justifiable in the given situation.

The following actions are also discriminatory; they are not acceptable and will be treated with severity under the Company's disciplinary process:

- Harassment - defined in law as: unwanted conduct which has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.
- Bullying (in whatever form and by whatever means).
- Victimisation for whatever reason (including calling into question or ridiculing a person's age, colour, religion, sexual preference, accent or dialect, disability etc.).
- Victimisation because an employee has taken action to assert their statutory rights or assisted a colleague with information in that regard.
- Initiation or leaving ceremonies (excepting leaving presentations arranged by Company management).
- Unjustified criticism (wherever emanating).

8. Liability

Breach of the Company's policy will lead to disciplinary action, in some cases involving dismissal without notice.

Some breaches of policy may not only incur internal sanctions but may also lead to penalties under criminal law, including substantial fines/imprisonment and the award of damages.

9. Sanctions

Any employee, no matter what level, found to be in breach of Company Policy will be instructed to desist forthwith. Failure to do so will be regarded as gross misconduct. Serious breaches of this policy, even on the first occasion, may be regarded as gross misconduct.

10. Monitoring

It is the responsibility of the Director (Co-ordination) to ensure that all aspects of this policy are kept under review and are operated throughout the Company.

Where it appears that applicants/employees are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria that exclude or discourage certain employees and, if so, whether these are justifiable.

11. Grievances – Complaint and Investigation

Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.

Any person believing himself/herself to have been dealt with in breach of the Company Policy should report the matter a Director (or if this is not appropriate as that individual is alleged to be involved, to the Company Secretary).

A thorough investigation of the alleged circumstances will be undertaken as soon as possible and every effort will be made to preserve the confidentiality of both alleged victim and aggressor, at least until the matter is resolved.

In determining an appropriate sanction, the views of the victim may be taken into consideration.

12. Review

This policy will be kept under regular review.

Signed:  ...
Andy Blaxland

Date: 30th August 2022

Review Date: 31st August 2024