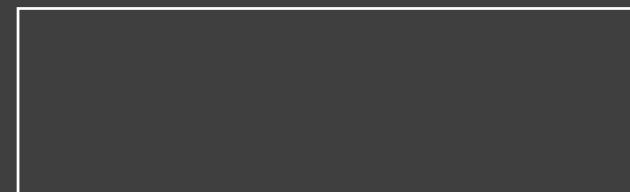


# EQUAL OPPORTUNITIES POLICY

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As a people business, it is vital that together we ensure our workplace operates without discrimination, and is free from any form of harassment, victimisation or bullying.

We believe in treating everyone fairly and equally. We do so by eliminating discrimination on grounds of race, religion or similar beliefs, nationality, ethnic or national origin, gender reassignment, sexual orientation, sex, age, marital status, disability, trade union membership or on the grounds of working part time or for a fixed term period.

**THIS APPLIES TO:**

- Recruitment
- Training and development
- Promotion
- Appraisals
- Reward; and
- Your employment in general

Our aim is to ensure that all employees are able to achieve their full potential and that all employment decisions and actions are free from discrimination.

## IT IS THEREFORE OUR POLICY THAT

- All recruitment and employment decisions are 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
- The requirements of job applicants and existing employees who have a disability are reviewed to ensure that reasonable adjustments are made where possible to enable them to enter into or remain in our employment
- Everyone is given equal promotion opportunities, and facilities of employment
- Appropriate training will be provided to enable us to implement and uphold our commitment to equal opportunities
- Anyone who believes that they have been disadvantaged or discriminated against in breach of this policy can raise the matter through our Dignity at Work Policy
- Anyone who is found to be in breach of this equal opportunity policy is at serious risk of disciplinary action, up to and including dismissal

We believe that equal opportunities only exist when we recognise and value our differences and work together to create an inclusive and diverse environment.

To find out more, please see our Equality, Diversity & Inclusion Policy.

Find out more about the [Equality Act 2010](#)  
Introduction to the different types of [Discrimination](#)

## **BULLYING & HARASSMENT**

Bullying is offensive, intimidating, malicious or insulting behaviour, and/or an abuse or misuse of power that is meant to undermine, humiliate or injure the person at whom this action is directed.

Harassment can include unwelcome physical, verbal or non verbal contact. It may be related to but not limited to one of the protected characteristics, and has the purpose or effect of violating a person's dignity; or is reasonably considered to create an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended.

If you consider that you have been, or are being, harassed by another employee, or you would like to understand more about bullying and harassment, please see our Dignity at Work policy.

## **VICTIMISATION**

Victimisation refers to unfair treatment directed towards someone who has made or is believed to have made or supported a complaint of discrimination. We will ensure that if you bring a complaint of discrimination or harassment, or give any evidence or information relating to an act of discrimination or harassment, you will not suffer any detriment as a result of doing so. However, to ensure that individuals are not falsely accused, any person who makes an allegation of discrimination or harassment which they know to be false, will be subject to disciplinary action.

If you are found to have discriminated, harassed or victimised another employee or a client, we will take disciplinary action against you as such behaviour will not be tolerated.