



REL (MALDON) LTD EQUAL OPPORTUNITIES AND DIVERSITY POLICY

REL (Maldon) Limited is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best. To that end the purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

The Law

It is unlawful to discriminate either directly or indirectly in recruitment and in employment on the grounds of race, sex, disability, age, religion or religious beliefs, sexual orientation, pregnancy or marital status.

Employees can be held personally liable as well as, or instead of, the Company for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Definitions

Direct Discrimination

Direct discrimination is when the employer does not offer employment to a candidate or fails to promote, train or treats an employee less favourably on the grounds of race, sex, disability, age, religion or religious beliefs, sexual orientation, pregnancy or marital status.

Disability

A disabled person is described as one who has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

Diversity

Diversity is about recognising, valuing and taking account of people's different backgrounds, knowledge, skills, and experiences, and encouraging and using those differences to create a productive and effective workforce.

Indirect Discrimination

Indirect discrimination is where a provision or criteria is applied that puts a member of a relevant group at a disadvantage to others. An example would be an increase in benefits after 6 years of service as women and young workers would be at a disadvantage in meeting this criteria.

Harassment

Where there is unwanted conduct related to one of the prohibited grounds which violates a person's dignity or is intimidating, hostile, degrading, humiliating or creates an offensive environment for that person, even if the effect was not intended by the person responsible for the conduct. An example would be viewing inappropriate material on the internet or computer where an employee who may take offense inadvertently observes this conduct or by displaying inappropriate calendars.

Reasonable Adjustments

To avoid discrimination on the grounds of disability, the Company will make reasonable adjustments to overcome disadvantages that prevent the employee or candidate from carrying out their role or developing their career.

Victimisation

Where someone is treated less favourably than others because they have raised a claim of unlawful discrimination, supported someone who has raised a claim or has given evidence in relation to someone making a complaint.

The Policy

REL (Maldon) Limited will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

In order to avoid discrimination, the Company will:

- Design person and job specifications limited to the requirements necessary for effective performance of the job role.
- Make decisions on recruitment, promotion, reward, and opportunities for development based on merit.
- Create an environment in which individual differences and the contributions of all our staff are recognised and valued and an environment which promotes dignity and respect to all.
- Give consideration to requests for variations in standard working practices, in accordance with statutory requirements and will refuse such requests only where it has justifiable business reasons for doing so, which are unrelated to discriminatory grounds.
- Review all our employment practices and procedures to ensure fairness.
- Not discriminate unlawfully against clients or suppliers of goods or services (including sub-contractors) to the Company.
- Will monitor the ethnic, gender, age, and disabled composition of the workforce and of job applicants and take any appropriate action to address problems that may be identified as a result of this monitoring.
- Equality in the workplace is good management practice and makes sound business sense.

Employee Responsibilities

- Employees are encouraged to report any incident of bullying or harassment from other employees, clients, suppliers (including sub-contractors) or any other visitor to the business to their manager who will take appropriate action.
- Every employee is required to assist the Company to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination.
- The steps for investigation and dealing with Bullying and Harassment can be found in the Company's Bullying and Harassment Policy.

Acts of discrimination, harassment, bullying or victimisation against employees, clients or suppliers (including sub-contractors) are disciplinary offences and as such will be dealt with under the Company's disciplinary procedure and may constitute gross misconduct and could lead to dismissal without notice.

This policy will be monitored and reviewed on a regular basis. When it is necessary to make changes to the policy, the workforce will be consulted, and an updated policy issued.

Signed..... **William O'Hara**
REL (Maldon) Limited

Dated: January 2023

Date of Amendment	Reviewed By	Brief description of changes