



**EQUAL  
OPPORTUNITIES  
AND DIVERSITY  
POLICY  
2020**

**STRIDE TREGLOWN**

# Equal Opportunities and Diversity policy

Stride Treglown Limited is committed to promoting equality and diversity of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

Specifically, the Company aims to ensure that no employee or job applicant is subject to unlawful discrimination, either directly or indirectly, on the grounds of gender, gender reassignment, race (including colour, nationality, caste and ethnic origin), disability, sexual orientation, marital status, part-time status, pregnancy or maternity, age, religion or belief, political belief or affiliation or trade union membership. (Protected characteristics).

The principles of non-discrimination and equality of opportunity also apply to the way in which individuals treat visitors, clients, customers, suppliers and former staff members.

All individuals have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not to discriminate against or harass other members of individuals, regardless of their status. Your attention is drawn to our separate Dignity at Work policy. This policy has been implemented following consultation with the employee representatives.

This policy does not form part of any employee's contract of employment and may be amended at any time.

## Who is covered by the policy?

This policy covers all individuals working at all levels and grades, including senior managers, officers, directors, employees, consultants, contractors, trainees, home workers, part-time and fixed-term employees, casual workers and agency individuals (collectively referred to as individuals in this policy).

## Who is responsible for this policy?

Darren Wilkins (Managing Director) has overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law. Day-to-day operational responsibility, including regular review of this policy, has been delegated to the Human Resources Manager.

All directors, managers and team leaders must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives with regard to equal opportunities. As appropriate, directors/managers/team leaders will be given training on equal opportunities and diversity awareness and equal opportunities /diversity recruitment and selection best practice.

## Scope and purpose of the policy

This policy applies to all aspects of our relationship with individuals and to relations between individuals members at all levels. This includes job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedures, and termination of employment.

We will take appropriate steps to accommodate the requirements of different religions, cultures, and domestic responsibilities. Please see the following for specific information on our approach to these issues: Maternity, Paternity & Adoption Policies, Parental Leave, Shared Parental Leave, Flexible Working, Home Working & Flexi Day Policies; as well as the Dignity at Work, Ethics, Grievance and Discipline Policies.

## Forms of discrimination

Discrimination by, or against, an employee is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect and it may occur intentionally or unintentionally.



David Hunter (Chairman)  
2nd January 2020



Darren Wilkins (Managing Director)  
2nd January 2020

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Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics set out above. For example, rejecting an applicant on the grounds of their race because they would not “fit in” would be direct discrimination.

Indirect discrimination occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same protected characteristic at a particular disadvantage.

For example, a requirement to work full time puts women at a particular disadvantage because they generally have greater childcare commitments than men. Such a requirement would need to be objectively justified.

Harassment related to any of the protected characteristics is prohibited. Harassment is unwanted conduct that has the purpose or effect of violating someone’s dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Dignity at Work Policy.

Victimisation is also prohibited. This is less favourable treatment of someone who has complained or given information about discrimination or harassment, or supported someone else’s complaint.

### Recruitment and selection

We aim to ensure that no job applicant suffers discrimination because of any of the protected characteristics above. Our recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities. Job selection criteria are regularly reviewed to ensure that

they are relevant to the job and are not disproportionate. Shortlisting of applicants should be done by more than one person wherever possible.

Job advertisements should avoid stereotyping or using wording that may discourage groups with a particular protected characteristic from applying. They will show that we are an equal opportunities employer and a copy of this policy shall be sent on request to those who enquire about vacancies. We take steps to ensure that our vacancies are advertised to a diverse labour market.

Applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used with Human Resources approval.

Applicants should not be asked about past or current pregnancy or future intentions related to pregnancy.

Applicants should not be asked about matters concerning age, race, religion or belief, sexual orientation, or gender reassignment without the approval of Human Resources (who should first consider whether such matters are relevant and may lawfully be taken into account).

We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality.

All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from Human Resources.

### Training and promotion and conditions of service

Individual training needs will be identified through regular reviews. All individuals will be given appropriate access to training to enable them to progress within the organisation and all promotion decisions will be made on the basis of merit.

Our conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all individuals who should have access to them and that there are no unlawful obstacles to accessing them.

### Termination of employment

We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

We will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

### Disability discrimination

If individuals are disabled or become disabled, we encourage them to tell us about their condition so that we can support them as appropriate.

Individuals that experience difficulties at work because of their disability may wish to contact their director/ team leader/ manager or the Human Resources Department to discuss any reasonable adjustments that would help them overcome or minimise the difficulty.

The director/team leader/ manager or The Human Resources Department may wish to consult with the individual and their medical adviser(s) about possible

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adjustments. We will consider the matter carefully and try to accommodate individual needs within reason.

If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.

We will monitor the physical features of our premises to consider whether they place disabled workers or job applicants at a substantial disadvantage compared with other individuals within Stride Treglown. Where reasonable, we will take steps to improve access for disabled individuals.

### **Breaches of this policy**

If an individual member of Strides believes that they may have been discriminated against they are encouraged to raise the matter through our Grievance Procedure. If they believe that they may have been subject to harassment they are encouraged to raise the matter through our Dignity at Work Policy. Individuals that are uncertain which applies or need advice on how to proceed should speak to the Human Resources Manager.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Individuals who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under our Disciplinary Procedure.

Any individual of Stride Treglown who is found to have committed an act of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. We take a strict approach to serious breaches of this policy.

### **Monitoring and review of the policy**

This policy is reviewed frequently by Human Resources in consultation with employee representatives.

To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our organisation, we carry out an annual diversity survey to monitor applicants' ethnic group, gender, disability, sexual orientation, religion and age. Provision of this information is voluntary. The information is kept in an anonymous format solely for the purposes stated in this policy. Analysing this data helps us take appropriate steps to avoid discrimination and improve equality and diversity.

We will continue to review the effectiveness of this policy to ensure it is achieving its objectives.

Individuals are invited to comment on this policy and suggest ways in which it might be improved by contacting the Human Resources Manager.

**STRIDE TREGLOWN**