



Incorporating Ragg Tuning Forks

Equality and Diversity Policy

Purpose and objective

Uniplex is committed to promoting and encouraging equality and diversity in the workplace and eliminating unlawful discrimination to its employees, customers, suppliers and the public sector.

The policy's purpose is to:

- provide equality, fairness and respect for all employees. To ensure all employees are treated fairly and in accordance with the Equality Act 2010
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- oppose and avoid all forms of unlawful discrimination, this includes pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, selection for employment, promotion, training or other developmental opportunities.

Everyone must contribute to compliance with these requirements, by treating each other, our customers and suppliers, fairly and with respect, by embedding such values in the workplace and by challenging inappropriate behaviour and processes. All employees are responsible for conducting themselves in accordance with this policy.

Uniplex will not condone or tolerate any form of harassment, whether engaged in by employees, customers or its suppliers.

Policy statement

Uniplex is committed to:

- Eliminating discrimination
- Promoting equality and diversity in the workplace, with members of staff, its customers and suppliers.
- Treating everyone fairly and equally and with the same attention, courtesy and respect and will not discriminate without lawful cause against any person, nor victimise or harass them on the grounds of their race or racial group, colour, nationality, ethnic or national origins, gender, sexual orientation, marital status, religion or belief, age or disability.
- We will make any reasonable adjustments to improve our working environment for any disabled employees.
- Take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation. In this policy, these are known as the "protected characteristics".
- Provide a work environment in which all employees are treated with respect and dignity and that is free from harassment and bullying based upon the protected characteristics.

Protected Characteristics

In developing and implementing our equality and diversity policy, we will comply with the Equality Act 2010 and with any future anti-discrimination legislation and associated codes of practice which prohibits discrimination based on any of the protected characteristics.

Protected characteristics:

- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race
- Religion or belief
- Sexual orientation
- Sex (gender)
- Age

Discrimination

There are two main categories of discrimination, direct discrimination and indirect discrimination

Direct Discrimination

Direct discrimination occurs when a person is treated less favourably than others are treated or would be treated due a protected characteristic.

For example:

- In the case of pregnancy and maternity, direct discrimination occurs if they are treated in a way because of their protected characteristic, without needing to compare treatment to someone else
- Treating a disabled person unfavourably because of something connected with their disability when this cannot be justified (known as discrimination arising from a disability)
- Failing to make reasonable adjustments for a disabled person.

Indirect discrimination

Indirect discrimination is treatment that may be equal in the sense that it applies to all individuals, but which is discriminatory in its effect, for example, one particular sex or racial group.

Indirect discrimination occurs when it is applied to a person, provision, criterion or practice (PCP) which is discriminatory in relation to a protected characteristic of the person. A PCP is discriminatory in relation to a protected characteristic of the person if:

- It is applied, or would be applied, to persons with whom the individual does not share the protected characteristic
- The PCP puts, or would put, persons with whom the individual shares the protected characteristic at a particular disadvantage when compared with persons with whom the individual does not share it

- It puts, or would put, the individual at that disadvantage
- It cannot be shown to be a proportionate means of achieving a legitimate aim

Uniplex will take all reasonable steps to eliminate both direct and indirect discrimination in all aspects of its professional dealings.

Recruitment, advertising and selection

Our recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of relevant experience, abilities and qualifications. Uniplex is committed to applying its equal opportunities policy at all stages when recruiting and selecting new staff.

Advertisements will aim to positively encourage applications from all suitably qualified and experienced people and equal opportunity will be given to all those who wish to apply. All vacancies shall first be advertised internally in the first instance; if no internal candidate is appointed then the post shall be advertised externally. Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees with a particular protected characteristic. Any applicant for a post who wishes to declare that they have a disability and who satisfies the job description and person specification will be offered an interview.

- Potential applicants shall be given clear and accurate information about posts through a job description or person specification that includes only requirements that are necessary and justifiable for the effective performance for the job.
- All recruitment advertisements shall make reference to our Equal Opportunity Policy and indicate our commitment to equality and diversity within the business.

Application forms and other supporting material shall be free of personal questions or requests for information from which inferences could be drawn as to the status of an individual that are irrelevant to the job description.

Selection criteria shall be kept under review to ensure that they are justifiable for the effective execution of the job. The person involved in shortlisting and selection for interviews, shall have received training in equality and diversity.

Reasons for selection or rejection of applicants shall be recorded.

Training and promotion

Uniplex will provide training to all employees to help them understand their rights and responsibilities in relation to equal opportunities and dignity at work and what they can do to create a work environment that is free from discrimination, bullying and harassment. Line Managers are responsible for ensuring they actively promote equal opportunity within the department for which they are responsible.

Where consideration is being given to promoting staff to higher positions, Uniplex will ensure there is no unlawful discrimination, and ensure those who have a particular protected characteristic are not excluded from access to promotion, transfer and training and to other benefits.

All new employees shall receive induction training upon commencement of employment to give them a good understanding of the organisation and its policies and practices.

Regular and appropriate training will be provided to all staff to enable them to perform their jobs effectively and to ensure that they have the best opportunities for advancement.

Terms of employment, benefits, facilities and services

Terms of employment, benefits, facilities and services will be reviewed from time to time, in order to ensure that there is no unlawful direct or indirect discrimination because of one or more of the protected characteristics.

Uniplex will make reasonable adjustments to work provisions, practices, physical features of work premises or provide auxiliary aids or services in order to ensure that disabled employees, customers or suppliers are not placed at a disadvantage in comparison with persons who are not disabled.

Staff facilities and services shall be equally available to all employees and where, for reasons of space and cost, this is not being achieved, reasonable alterations will be made.

Contracts and Terms and Conditions of employment shall be made readily available and positive consideration will always be given to requests for them be in an alternative format.

Clients, Suppliers and Third Parties

Uniplex will take steps to meet the different needs of customers, suppliers and any third parties arising from obligations under anti-discrimination legislation and we will seek to provide services which meet the specific needs and requests arising from protected characteristic.

Bullying and harassment

Our definition of bullying is offensive or intimidating behavior, abuse or misuse of power which undermines or humiliates a person.

Any bullying and harassment, conducted by employees, customers or suppliers, in the workplace or in any work-related setting outside the workplace e.g. during business trips and at work-related social events, will not be condoned or tolerated. Should any type of bullying or harassment occur, or should such concerns or allegations be raised there will be consequences.

All employees have a duty to co-operate and to make sure that this policy is effective in ensuring equal opportunities and in preventing discrimination, harassment or bullying. Action will be taken under our disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation.

Uniplex will also take appropriate action against any third parties who are found to have committed an act of improper or unlawful harassment against its employees.

Reporting complaints

Any allegations of discrimination or harassment will be dealt with seriously, confidentially and speedily. Uniplex will not ignore or treat lightly any grievances or complaints of discrimination or harassment from employees.

If you wish to make a complaint of discrimination, you should refer to the grievance procedures set out in the Staff Handbook.

Any employee who is found to have discriminated against or harassed another employee in violation of this policy will be subject to disciplinary action under Uniplex's disciplinary procedure (See Staff Handbook) Such behaviour may be treated as gross misconduct and could render the employee liable for dismissal. In addition, any line managers who had knowledge that such discrimination or harassment had occurred in their departments but who had taken no action to eliminate it will also be subject to disciplinary action under Uniplex's disciplinary procedure.

Promoting equality of opportunity and respect for diversity

All staff, customers and suppliers will be informed of our Equality and Diversity policy. All employees will be provided with equality and diversity training appropriate to their needs and responsibilities. Our Equality and Diversity Policy is displayed throughout the business ensuring it is clearly visible to all employees and on our company website. We will make every effort to reflect our commitment to equality and diversity in our marketing and communication activities.

Implementing the policy

Ultimate responsibility for implementing the policy rests with the Managing Director. All employees are expected to adhere to the provisions of this policy and are responsible for ensuring compliance with it when undertaking their jobs or representing Uniplex. Any breach of this policy will result in disciplinary action, including termination of services where appropriate.

Monitoring

The Managing Director is responsible for the implementation and monitoring of the Equality & Diversity Policy. All aspects of policies and procedures shall be regularly reviewed in order to identify their effectiveness and assess whether equal opportunity and diversity at work are being achieved.



Signed by:

Date: 11.07.19

**Adriaan Posthuma
Managing Director**

This publication can be made available in a number of other formats on request, including bi-lingual and multi-lingual format.