

EQUALITY AND DIVERSITY POLICY

Statement

Individuals with different cultures, perspectives and experiences are at the heart of the way IntaPeople works. We want to recruit, develop and retain the most talented people, regardless of their background and make best use of their talents. At IntaPeople we recognise that being a diverse and inclusive employer helps us fulfil our responsibility to make a difference for our staff and stakeholders alike.

Discrimination is unlawful when it takes place against any of the following protected characteristics;

- ◆ Age
- ◆ Disability
- ◆ Gender Reassignment
- ◆ Race
- ◆ Religion or Belief
- ◆ Sex
- ◆ Sexual Orientation
- ◆ Marriage & Civil Partnership
- ◆ Pregnancy & Maternity

Aims

- to comply with Legislation
- to ensure an environment free from bullying and harassment and unfair or unlawful discrimination
- to develop and ethos of equality of opportunity and to take positive steps to promote it

Objectives

- to review regularly the policy and procedures that promote and protect equality and diversity
- to make all partners aware of their personal obligations to avoid discrimination in accordance with this policy
- to discourage and/or actively oppose any unfair or unlawful discrimination
- to monitor procedures and activities to ensure the effectiveness of the policy
- to take into account the needs of all, particularly those with protected characteristics
- to take positive action to redress unjustified disparities in training and/or employment

Commitment

This policy is fully supported by the board and senior management, and their commitment to this policy is to:-

- develop a work environment where we treat all employees as individuals, fairly and in a consistent way.
- work within the spirit and the practice of the Equality Act 2010 by promoting a culture of respect and dignity and actively challenging discrimination, should it ever arise.
- remove unnecessary barriers for our employees seeking opportunities through training and development, promotion and career planning.
- support our leaders, managers and employees to demonstrate the principles of diversity and inclusion in their everyday activities, roles and functions.
- ensure that any breach of this policy is acted upon and within the correct way

Scope

The rights and obligations set out in this policy apply equally to all employees, whether part time or full time on a substantive or fixed-term contract, and also to associated persons such as agency staff, contractors and others employed under a contract of service.

This policy is also of particular relevance to directors, line managers and other employees concerned with recruitment, training and promotion procedures and employment decisions which affect others.

Complaints Procedure

Any individuals or groups who feel that they have been discriminated against by the company or its staff on the basis of any characteristic laid out in this policy has the right to complain and to have their complaint taken up. Such complaints will be dealt with in line with the principles of the company's Grievance Procedure.

When does this policy apply?

This policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to your work (e.g. at meetings, social events and social interactions with colleagues) or which may impact on IntaPeople's reputation (e.g. the expression of views on social media, contrary to the commitments expressed in this policy, that could be linked to IntaPeople).

We set out below some specific areas of application:

a) Recruitment

b) Training

c) Promotion

d) During employment

The Law

This policy will be implemented within the framework of the relevant legislation, which includes:

- Equal Pay Act 1970 (Equal Value Amendment 1984)
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975 (Gender Reassignment Regulations 1999)
- Race Relations Act 1976
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1997
- Race Relations (Amendment) Act 2000
- Race Relations Act 1976 (Amendment) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Disability Discrimination Act 2005
- Employment Equality (Age) Regulations 2006

Monitoring and Review

Unless the Equality and Diversity Policy is properly implemented and regularly monitored and reviewed, it will be rendered ineffective. The board and management of IntaPeople will have lead responsibility in respect of this Policy and will report progress and identify targets for each coming year. The IntaPeople and Review process will have three distinct stages:

- Gathering information
- Analysing the data collected to identify where there are blocks to equality and why these occur
- Defining the programme of action necessary to overcome any inequalities

and be monitored at every stage including:

- All elements of the recruitment and selection process; job applicants and existing employees;
- Promotion and transfer
- Training
- Terms and conditions of employment
- Work life balance and sexual harassment policies
- Grievance and disciplinary procedures
- Resignations, redundancies and dismissals

The principles of this policy will be appropriately considered during the development and review of other staffing policies.

DEFINITIONS

| Term | Definition |
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| Equality | Treating all people equal regardless of personal characteristics |
| Diversity | Recognising, valuing and using the differences which people have |
| Direct Discrimination | Treating a person less favourably because of a particular characteristic covered by Discrimination legislation |
| Indirect Discrimination | Applying criteria or practice equally to all people but which has the effect of disadvantaging a group of people covered by discrimination legislation and has a detrimental impact on an individual |
| Harassment | Unwanted conduct, real or perceived, that violates a person’s dignity or creates an |

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| | intimidating, hostile, degrading, humiliating or offensive environment for them. |
| Bullying | A form of harassment which may be related to an abuse or misuse of power. |
| Victimisation | Treating a person less favourably because they have or intend to make a complaint or allegation or has given evidence in relation to a complaint. |
| Protected Characteristics | Age, disability, gender reassignment, marriage and civil partnership in respect of eliminating unlawful discrimination, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief (this includes lack of belief) sex, sexual orientation |