

# BEYONDLY

E-1

## Equality & Diversity

### Policy Statement

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Beyondly will be based on merit, qualifications, and abilities. The Company will ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation. Beyondly will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

The Company also aims to provide a service that does not discriminate against its clients and customers in the means by which they can access the services supplied by the Company. The Company believes that all employees and customers are entitled to be treated with respect and dignity.

Any and all personal data used in connection with this Policy shall be collected, held, and processed in accordance with the Company's Data Protection and GDPR Policy (No. G1).

### Our Commitment

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training and development opportunities are available to all staff.
- To review periodically the selection criteria and procedures to maintain a system where individuals are selected, promoted and treated solely on the basis of their own merits and abilities which are appropriate to the job.
- To promote equality in the workplace which we believe is good management practice and makes sound business sense.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by the senior management team.



- This policy will be monitored and reviewed annually.

## Responsibilities of Management

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Managing Director. Managers will ensure that they and their staff operate within this Policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each Manager will ensure that:

- All their staff are aware of the policy and arrangements, and the reasons for the policy.
- Grievances concerning discrimination are dealt with properly, fairly and as quickly as possible and in line with the grievance policy.
- Proper records are maintained.

## Responsibilities of Staff

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

- Comply with the policy and arrangements
- Not discriminate in their day to day activities or induce others to do so
- Not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- Ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- Inform their line manager if they become aware of any discriminatory practice.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their Manager, or the Talent & Culture team. Employees can raise concerns and make reports without fear of reprisal.

## Definition of Discrimination

Discrimination is unequal or differential treatment which leads to one person being treated more or less favourably than others are, or would be, treated in the same or similar circumstances on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. Discrimination may be direct or indirect, and includes discrimination by perception and association.

## Types of Discrimination

### Direct Discrimination

This occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

### Perceptive Discrimination (Direct)

This occurs when a person is directly discriminated against, in line with the definition above, because they are thought to have a particular protected



characteristic when in fact they do not. Direct discrimination could also occur if someone is treated less favourably because of a protected characteristic even if you **know** that they do not have that protected characteristic.

### **Associative Discrimination (Direct)**

This occurs when a person is treated less favourably because they are linked or associated with a protected characteristic. The person does not have the protected characteristic but they are treated less favourably than others because of a protected characteristic of a friend, spouse, partner, parent or another person with whom they are associated.

### **Indirect Discrimination**

This is the application of a policy, criterion or practice which the employer applies to all employees but which is such that:

- It is detrimental to a considerably larger proportion of people from the group that the person the employer is applying it to represents;
- The employer cannot justify the need for the application of the policy on a neutral basis; and
- The person to whom the employer is applying it suffers detriment from the application of the policy.

Example: A requirement that all employees must be 6ft tall if that requirement is not justified by the position would indirectly discriminate against employees with an oriental ethnic origin, as they are less likely to be able to fulfil this requirement.

### **Harassment**

Harassment occurs when a person is subjected to unwanted conduct that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

### **Victimisation**

Victimisation occurs when a person is treated less favourably because they have brought or intend to bring proceedings or they have given or intend to give evidence.

## **Unlawful Reasons for Discrimination**

### **Sex**

It is not permissible to treat a person less favourably on the grounds of sex, marital status, civil partnership, pregnancy or maternity, gender reassignment or transgender status. This applies to men, women and those undergoing or intending to undergo gender reassignment. Sexual harassment of men and women can be found to constitute sex discrimination.

Example: Asking a woman during an interview if she is planning to have any (more) children constitutes discrimination on the ground of gender.

### **Age**

It is not permissible to treat a person less favourably because of their age. This applies to people of all ages. This does not currently apply to the calculation of redundancy payments.

### **Disability**

It is not permissible to treat a disabled person less favourably than a non-disabled person. Reasonable adjustments must be made to give the disabled person as much access to any services and ability to be employed, trained, or promoted as a non-disabled person.

### **Race**



It is not permissible to treat a person less favourably because of their race, the colour of their skin, their nationality or their ethnic origin.

### **Sexual Orientation**

It is not permissible to treat a person less favourably because of their sexual orientation. For example, an employer cannot refuse to employ a person because they are homosexual, heterosexual or bisexual.

### **Religion or Belief**

It is not permissible to treat a person less favourably because of their religious beliefs or their religion or their lack of any religion or belief.

### **Positive Action in Recruitment**

Under the Equality Act 2010, positive action in recruitment and promotion applies as of 6 April 2011. 'Positive action' means the steps that the Company can take to encourage people from groups with different needs or with a past record of disadvantage or low participation, to apply for positions within the Company.

If the Company chooses to utilise positive action in recruitment, this will not be used to treat people with a protected characteristic more favourably, it will be used only in tie-break situations, when there are two candidates of equal merit applying for the same position.

### **Reasonable Adjustment**

The Company has a duty to make reasonable adjustments to facilitate the employment of a disabled person. These may include:

- Making adjustments to premises;
- Re-allocating some or all of a disabled employee's duties;
- Transferring a disabled employee to a role better suited to their disability;
- Relocating a disabled employee to a more suitable office;
- Giving a disabled employee time off work for medical treatment or rehabilitation;
- Providing training or mentoring for a disabled employee;
- Supplying or modifying equipment, instruction and training manuals for disabled employees; or
- Any other adjustments that the Company considers reasonable and necessary provided such adjustments are within the financial means of the Company.
- If an employee has a disability and feels that any such adjustments could be made by the Company, they should contact the Talent and Culture team.

### **Grievance Procedure**

If an employee feels that they have suffered direct or indirect discrimination they are encouraged to attempt to raise and solve the issue informally before commencing the formal grievance procedure outlined in the dedicated policy (E-20).

Informal steps that may be taken by the employee include talking to their manager about the issue, or talking directly to any individual who the employee feels is



responsible for the discrimination. This can be done verbally or by letter, and can be with the accompaniment of a colleague or trade union representative.

Where the informal procedure is used, both parties should keep a written record of the meeting including what was discussed and any proposed action.

If the employee feels unable to deal with the issue informally, or if informal steps have failed to solve the problem, the employee should raise the matter according to the formal procedure detailed in the grievance policy (E-20).

### **The Extent of the Policy**

The Company seeks to apply this Policy in the recruitment, selection, training, appraisal, development and promotion of all employees. The Company offers services in a fashion that complies with the spirit of this Policy.

This Policy does not form a part of any employment contract with any employee and its contents are not to be regarded by any person as implied, collateral or express terms to any contract made with the Company.

The Company reserves the right to amend and update this Policy at any time.

This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

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**Issued by (Name):** Jessica Aldersley  
**Issued by (Signature):**



**Position:** Managing Director

