

Equality, Diversity and Inclusion Policy

Introduction

This policy applies to employees, workers and contractors. Everyone who acts on the Company's behalf are required to adhere to this policy when undertaking their duties or when representing the Company in any other guise.

The Company values and actively strives to have a diverse and inclusive workforce in a working environment free from discrimination. An inclusive work culture where people of different backgrounds are valued equally will ensure better outcomes for us all. We continually engage with our staff as well as external partners to help us to understand how we can make our workplace more inclusive and gain an insight into what our staff need most from us.

The Company will seek to promote the principles of equality, diversity and inclusion in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

We are an equal opportunities employer. We recognise the benefits of a diverse workforce and are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. We will seek to promote the principles of equality, diversity and inclusion in everything we do. The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of disability, age, sex, marital status, sexual orientation, gender reassignment, race, colour, nationality, ethnic or national origins, religion or belief, political belief or affiliation or trade union membership, marital status, part-time status, pregnancy or maternity or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. Unlawful discrimination of any kind in the working environment will not be tolerated and we will take all necessary action to prevent its occurrence. All employees are covered by this policy and it applies to all areas of employment including recruitment, selection, training, deployment, career development, promotion, terms and conditions of employment including access to employment-related benefits and facilities, grievance handling and the application of disciplinary procedures and select for redundancy. These areas are monitored, and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

The Head of HR has particular responsibility for implementing and monitoring the Equality, Diversity and Inclusion in Employment Policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination. Equal opportunities practice is developing constantly as social attitudes and legislation change. The Company will review all policies and implement necessary changes where these could improve quality of opportunity.

All employees, workers or service partners 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 Company.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Company as we seek to develop the skills and abilities of our people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Company.

We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

Our Commitment as an Employer

- To create an environment in which individual differences and the contributions of our staff are recognised and valued.
- Every employee, worker or service partner is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- Diversity, equality and inclusion in the workplace is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.

Our Commitment as a Service Provider

- We aim to provide services to which all clients are entitled regardless of race, religion, belief, gender, marital status, sexual orientation, disability, offending past, caring responsibilities, social class, or age.
- We will make sure that our services are delivered equitably and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients.
- This policy is fully supported by senior management and has been agreed with employee representatives
- This policy will be monitored and reviewed annually or as and when required by the most recent legislations.
- We have clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.
- A detailed action plan in the full version of this policy sets out how we are implementing these processes.
- Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

Your entitlements and responsibilities

Unlawful discrimination

Unlawful discrimination of any kind in the working environment will not be tolerated and the Company will take all necessary action to prevent its occurrence.

Specifically, the Company aims to ensure that no employee, worker 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.

This commitment applies to all aspects of employment, including:

- recruitment and selection, including advertisements, job descriptions, interview and selection procedures
- training
- promotion and career-development opportunities
- terms and conditions of employment, and access to employment-related benefits and facilities
- grievance handling and the application of disciplinary procedures
- selection for redundancy

Equality, diversity and inclusion practice is developing constantly as social attitudes and legislation change. The Company will review all policies and implement necessary changes where these could improve equality of opportunity.

Inclusion

Everyone within the Company must fully understand and comprehend how this policy will affect them and they must abide by the following when carrying out their duties.

When working for or representing the Company you must:

- ensure that you are always presenting the best of yourself at work and in supporting your colleagues so that we encourage an engaged, welcoming and committed workplace which realises the potential of all involved;

- understand the policies surrounding Equality, Diversity and Inclusion in the capacity of your role and how they affect not only you but your fellow colleagues;
- be receptive and open to differences and where appropriate challenge your own thinking to ensure you do not fall foul of making assumptions about colleagues and/or clients who may be different to you;
- understand the full breadth of the negative impact discrimination of any kind can have on the Company, our clients and your colleagues;
- follow the appropriate channels to challenge behaviours that are not inclusive; and
- ensure that the Company's Equality, Diversity and Inclusion Policy is at the forefront of your mind when dealing with clients and members of the public in order to respect their differences so that you represent the Company in the correct light.

Managers

In addition, managers must:

- establish inclusive values throughout your team to ensure differences are being valued and inappropriate behaviour is being challenged swiftly;
- take appropriate action where there is a clear breach of the Company's Equality, Diversity and Inclusion Policy in order to discourage such behaviour and supply relevant training to encourage correct behaviours;
- be a clear role model to the team you manage to demonstrate your own actions and behaviours are in line with those of the Company's inclusion commitment; and
- consider all steps to ensure inclusion is prevalent within every stage from induction to exiting, ensuring that all decisions taken are based completely on merit and that clear opportunities to develop skills and potential is available to all.

Career development

While positive measures may be taken to encourage under-represented groups to apply for employment opportunities, recruitment or promotion to all jobs will be based solely on merit.

Everyone will have equal access to training and other career-development opportunities appropriate to their experience and abilities.

The Company will take appropriate positive action measures (as permitted by equal opportunities legislation) to provide specialist training and support for groups that are under-represented in the workforce and encourage them to take up training and career-development opportunities.

Equal Pay

The company will ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

Disability

We will provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities and ensure an interview for those that apply for a position within Interr. The company will challenge discriminatory assumptions about disabilities and seek to continue to improve access to information by ensuring availability of: loop systems; Braille facilities; alternative formatting; and sign language interpretation (as and where required to ensure equality for all). Any recruitment decision will depend on the nature of the position, its requirements and reasonable adjustments being able to be made.

Recruitment of ex-offenders

The Company actively promotes equality of opportunity for all candidates, including those with criminal records where appropriate. The Company requires you to provide details of any relevant criminal record at an early stage in the application process. Specific rules about which convictions and spent convictions you should disclose and those you need not disclose - known as "protected convictions" - are contained in legislation. Any such information should be sent in a separate confidential letter to the designated person. Only those who need to see it as a formal part of the recruitment process will have access to this information.

Having a criminal record will not necessarily prevent you from being appointed. Any recruitment decision will depend on the nature of the position and the circumstances and background of the offence(s). The Company will discuss with

you the relevance of any offence to the job in question. If you fail to reveal any information relating to disclosures in accordance with the Company's Disclosures Policy, this may lead to the withdrawal of an offer of employment.

The Company's policy in relation to the handling of criminal records data is contained in the Disclosure and Disclosure Information Policy.

Procedure

Complaints of discrimination

Everyone is responsible for the promotion and advancement of this policy. Behaviour, action, or words that breach the policy will not be tolerated and could be deemed an act of discrimination. The Company will treat seriously all complaints of discrimination made by employees, clients, customers, suppliers, contractors or other third parties and will take action where appropriate.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated thoroughly. If you make an allegation of discrimination, the Company is committed to ensuring that you are protected from victimisation, harassment, or less favourable treatment. Any such incidents will be dealt with under the Company's Disciplinary Procedures (or other such appropriate measures where the Disciplinary Procedure does not apply).

If you believe that you have been discriminated against, you are encouraged to raise the matter as soon as possible with your manager or other senior manager using the Company's Grievance Procedure (outlined elsewhere in the Employee Handbook). If the Grievance Procedure does not apply, you should raise a complaint to a senior manager.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated thoroughly. If you make an allegation of discrimination, the Company is committed to ensuring that you are protected from victimisation, harassment, or less favourable treatment. Any such incidents will be dealt with under the Company's Disciplinary Procedures (or other such appropriate measures where the Disciplinary Procedure does not apply).

Investigating accusations of unlawful discrimination

If you are accused of unlawful discrimination, the Company will investigate the matter fully. During the course of the investigation, you will be given the opportunity to respond to the allegation and provide an explanation of your actions. If the investigation concludes that the claim is false or malicious, the complainant may be subject to disciplinary action. If the investigation concludes that your actions amount to unlawful discrimination, you will be subject to disciplinary action, up to and including dismissal without notice for gross misconduct.

Equal Opportunities Monitoring

The Company may carry out monitoring for the purposes of measuring the effectiveness of its equal opportunities and diversity policy.

Policy Review and Assessment

This policy may be amended by Interr at any time to take into account changes in legislation and best practice. This policy was last reviewed and agreed by the Board and seeks to be reviewed and updated annually. Any queries arising regarding this policy should be addressed to Mick Tabori.



Mick Tabori - CEO
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