

EQUAL OPPORTUNITIES, EQUALITY & DIVERSITY POLICY

Having a policy statement on our approach to equality is important, it indicates the Companies firm commitment to equality for all service users and employees, it also makes it clear what you can expect from the Company, either as an employee or a service user.

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Date: December 2024

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1. INTRODUCTION

- 1.1. The Managing Director believes in the dignity of all people, their right to respect, equality of opportunity and equal life chances. We value the strength that comes with difference and the positive contribution that diversity brings to our Company and Industry.
- 1.2. We recognise and accept that we do not all start from the same place in life, and that to have an equal society we need to recognise peoples different needs, strengths and goals. It is for this reason that we are committed to tackling discrimination, and advancing equality.
- 1.3. Having a policy statement on our approach to equality is important, it indicates the Companies firm commitment to equality for all service users and employees, it also makes it clear what you can expect from the Company, either as an employee or a service user.

2. OUR COMMITMENT

- 2.1. The Company promotes the Equality and Inclusion Charter, which outlines 12 key principles the Company has made a commitment to:
 - 2.1.1. Promote and champion equality and inclusion for all
 - 2.1.2. Treat everyone with dignity respect and fairness
 - 2.1.3. Deliver our services in a way that reflects the diverse needs of our industry
 - 2.1.4. Engage, listen and respond with all our customers when planning our services and priorities
 - 2.1.5. Support our staff and customers from all backgrounds and meet their individual needs
 - 2.1.6. Create a workforce that is reflective of the local community and a workplace in which people feel comfortable and valued
 - 2.1.7. Acknowledge that people are different and have the right to express who they are without fear of negative attitudes
 - 2.1.8. Take positive steps to reach out to those disadvantaged groups and individuals who find it difficult to access and/or benefit from our services
 - 2.1.9. Promote stronger, more cohesive communities by using opportunities to bring people together
 - 2.1.10. Show zero tolerance towards bullying, harassment and inappropriate language and behaviour and encourage the reporting of all cases of discrimination and hate incidents
 - 2.1.11. Be ambitious about our equality and diversity goals and regularly measure progress
- 2.2. Alongside these commitments, we also have objectives to:
 - 2.2.1. Develop as an organisation that is committed to equalities (learn, improve, advocate, and promote)
 - 2.2.2. Improve business processes to provide a deep understanding of our communities and their needs
 - 2.2.3. Use partnership, procurement and commissioning activity to drive improved equality outcomes for our customers
 - 2.2.4. Achieve visible, improved equality outcomes for our customers and staff based on current and future need.

3. OUR RESPONSIBILITIES

- 3.1. The Equality Act 2010 places a Business Sector Equality Duty on us to have 'Due Regard' in all of our functions to:
 - 3.1.1. Eliminate discrimination, harassment and victimisation
 - 3.1.2. Advance equality of opportunity
 - 3.1.3. Foster good relations
- 3.2. This applies to the following Protected Characteristics:
 - 3.3. Age
 - 3.4. Disability

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- 3.5. Gender reassignment
- 3.6. Pregnancy and maternity
- 3.7. Race
- 3.8. Religion and belief
- 3.9. Sex
- 3.10. Sexual orientation
- 3.11. Marriage and civil partnership

Under the Human Rights Act 1998, we have an obligation to consider the 16 articles of human rights in our policies, procedures and services. This ensures that our decisions are sound and fair.

4. MEETING OUR COMMITMENTS

- 4.1. To meet our commitments we will: 4.1.1. Comply with our obligations and duties under The Equality Act 2010 and Human Rights Act 1998
- 4.1.2. Continue to be ambitious in terms of our equality work and progress within the Equality Framework for Business
- 4.1.3. Provide training to make sure staff understand the equality agenda and how it applies to their role
- 4.2. Through our services we will; 4.2.1. Make sure our services are appropriate and accessible
- 4.2.2. Ensure services are delivered by people who are adequately trained
- 4.2.3. Ensure services are responsive to need by assessing and measuring impact
- 4.2.4. Ensure that our complaints procedure is open, accessible and transparent so that discriminatory behaviour can be dealt with
- 4.2.5. Monitor and understand our service users to ensure access is fair, and that we can measure satisfaction levels by protected characteristic
- 4.3. As an employer we will: 4.3.1. Make sure all employees and job applicants are treated fairly and with dignity and respect
- 4.3.2. Promote peoples right to freedom from harassment and bullying in the workplace, and promote equality of opportunity
- 4.3.3. Ensure employees are aware of their personal responsibilities through training
- 4.3.4. Monitor and understand our workforce through recruitment and staff surveys to ensure it is representative of the communities we serve, and that satisfaction levels can be measured by protected characteristic

5. EQUAL OPPORTUNITIES POLICY

- 5.1. The aim of this policy is:
- 5.2. to ensure that all job applicants, contract workers and employees will receive equal treatment regardless of sex, sexual orientation, marital status, pregnancy or maternity, age, religion or belief, creed, race, colour, nationality, ethnic or national origins or disability ('the protected characteristics');
- 5.3. to ensure that opportunities for employment, training, promotion and transfer are equally open to all employees;
- 5.4. to ensure that discrimination of a job applicant, contract worker or employee based on their association with someone with a protected characteristic or based on perception will not be tolerated; and
- 5.5. to prevent harassment or bullying in the workplace. Harassment is particular behaviour by one person, which another person finds unacceptable or unwelcome and is viewed as a serious issue. This policy includes sexual and racial harassment, harassment on the grounds of disability or another protected characteristic.

5.6. Forms of Discrimination

- 5.6.1. Direct discrimination: where a person is less favourably treated because of a protected characteristic;
- 5.6.2. Indirect discrimination (where a provision, criterion or practice which applies / would apply to everyone puts people with a particular characteristic at a particular disadvantage.
- 5.6.3. Discrimination by association: this is direct discrimination against someone because they associate with another person who possesses a protected characteristic.
- 5.6.4. Perception discrimination: this is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.
- 5.6.5. Victimisation: where a person is subject to a detriment because they have, in good faith, taken action in relation to the discrimination legislation, for example brought proceedings or given evidence or information in a case under the legislation or alleged (expressly or otherwise) that anyone has committed an act which could constitute a breach of the legislation.
- 5.6.6. Harassment: examples of harassment include but are not limited to the following examples of discrimination which are against the Company's policy:

Physical contact, verbal or non-verbal conduct, victimisation, name calling, abusive language, mockery, office banter, jokes and bullying or intimidation of a general nature or that specifically targeted at someone because of their gender, age, religion or belief, disability, sexual orientation or ethnic origin.

5.7. Employee Responsibility

- 5.7.1. Every employee has a personal responsibility not to behave in a manner that could be offensive to others to ensure the practical application of this policy and to help promote a working environment consistent with a policy of equal opportunity for all employees. You have a responsibility to ensure that you do not discriminate against or harass fellow employees, customers or suppliers during the course of your employment.
- 5.7.2. You should report any discriminatory action or act of harassment of which you are aware to the Company.

5.8. Management Responsibility

- 5.8.1. Managers and supervisors have a responsibility for investigating any complaints of discrimination against a member of their staff and for communicating this policy to employees.
- 5.8.2. Any employee who believes that the Company has not treated him or her fairly or who is the subject of harassment, should firstly attempt to resolve the matter informally, if appropriate, by raising the matter with the alleged discriminator or harasser and involving your manager if necessary.
- 5.8.3. If it is inappropriate to try to resolve the matter informally or such attempts have failed, then you should raise the matter formally with your manager. If your manager is the person involved, then you should raise the matter with the person in the Company who deals with personnel issues through the Company Grievance Procedure.
- 5.8.4. Disciplinary action will be taken against any employee who acts in breach of this policy by discriminating against or harassing another employee.

6. Monitoring and Review

- 6.1.1. The Company, has overall responsibility for this policy.
- 6.1.2. The Managing Director is responsible for overall management and strategic
- 6.1.3. direction of the policy and its implementation.
- 6.1.4. All managers are responsible for ensuring the implementation of this policy within their department areas, including as part of their service planning process.
- 6.1.5. All staff have a responsibility to implement this policy through their day to day work.
- 6.1.6. This policy will be reviewed annually.

Signed on behalf of TECTO Ltd:

Position: Director

Date: December 2024

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