



Risk Extraction MK Equality and Diversity Policy

Policy ID Number: ED001
Policy Passed by Directors: 1st January 2019
Valid until: 31st December 2019

1. POLICY STATEMENTS

- 1.1 The purpose of this policy is to provide a formal structure for our working and learning environment and to ensure there is good management in managing equality and diversity throughout Risk Extraction MK.
- 1.2 This policy seeks to comply with The Equality Act 2010 and includes the protective characteristics of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage / civil partnership and pregnancy / maternity.
- 1.3 Risk Extraction MK is committed to the principle of inclusion, anti-discrimination and promotion of equality and diversity practice at all levels of its service, for all workers, volunteers, and trainees. Risk Extraction MK is also committed to the principle of creating equal opportunities in employment for all individuals, both employees and job applicants, in all aspects of its work.
- 1.4 Risk Extraction MK aims to create a working environment where there is equality of opportunity and which is free from discrimination, victimisation and harassment, whether it be on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage / civil partnership and pregnancy / maternity, or offending behaviour.
- 1.5 Risk Extraction MK believes that nobody should be excluded from equal access, or treated adversely, on any one or more of these grounds.

2. RESPONSIBILITY FOR THE POLICY

- 2.1 Overall responsibility for ensuring the Equality and Diversity Policy is effective lies with Andrew Hale. It will be his job to ensure that all staff, implement the Equality and Diversity Policy at a level and in a manner appropriate to their status.



3. MAKING THE POLICY EFFECTIVE

- 3.1 The Policy will be discussed with all new job applicants and current employees and trainees, to ensure that all concerned are familiar with the requirements and are able to deal with matters of equality and diversity in a consistent manner.
- 3.2 Every employee will receive a copy of the Policy and will be encouraged to apply it throughout their working practices or time with Risk Extraction MK. Where necessary, training will be provided to employees to ensure proper effectiveness.
- 3.3 A system for recording and monitoring the composition of the workforce and of job applicants is in place with reference to their ethnic origin, gender, marital status and disabilities, in order to evaluate the effectiveness of the policy and to identify areas for positive action.

4. THE ROLE OF EMPLOYEES

- 4.1 All employees are requested and required to uphold the Equality and Diversity Policy and must be aware that any breach of the Policy could result in disciplinary action, up to and including dismissal of employees. In some circumstances an individual who breaches this Policy may also be personally liable at law for discriminatory action.
- 4.2 It is therefore important that employees should:-
 - Actively participate in the spirit of the Equality and Diversity Policy to ensure equality of opportunity and non-discrimination, and as a decision maker, in selection, recruitment, promotion and training those working with them.
 - Bring a grievance in accordance with Risk Extraction MK's Grievance Procedure as quickly as possible if subjected to, or witness, any evidence of discrimination.
 - If an employee does not feel comfortable bringing a formal grievance, they should immediately bring to the attention of their line manager, any discriminatory acts or practices of which they become aware.
- 4.3 If employees have brought a grievance or notified management informally in this manner, they will not be victimised or treated differently in any way because of that. Victimisation in this way would amount to discrimination in itself.



5. WHAT IS DISCRIMINATION?

5.1 Legislation in the UK covers discrimination on the grounds of race, ethnic origin, sex and disability. Risk Extraction MK also aims to prevent discrimination in the workplace on the other grounds described at the start of this Policy. Under this legislation, an employee who is guilty of a discriminatory act, may be personally liable at law for this action.

Sex and Race Discrimination

5.2 There are two types of discrimination covered by race and sex discrimination laws, which apply to discrimination on the grounds of race and ethnic origin, gender and marital status:

Direct Discrimination

5.3 Direct discrimination occurs when a person is treated less favourably because of their race, sex, or marital status. This could include, for example, decisions, comments or actions based on those grounds, such as:

- Refusal to employ someone
- Dismissal
- Denying employment opportunities, such as training
- Speaking unpleasantly about someone
- Keeping of offensive literature in the workplace
- Making jokes or comments which create a hostile or uncomfortable environment
- Unfair allocation of work

Indirect Discrimination

5.4 This may not be obvious at first sight. It occurs when a requirement or a condition is applied which seems to have nothing to do with someone's racial or gender origins but which, on closer examination, puts people of one sex or members of a particular racial group, at a disadvantage.

6. DISABILITY DISCRIMINATION

6.1 Risk Extraction MK is committed to providing equal opportunities to all employees and applicants who have disability or have done in the past. This means that people will not be less favourably treated in recruitment, selection, training or any other aspect of employment or use of Risk Extraction MK's service as a result of disability, unless such treatment is justified within the meaning of the Disability Discrimination Act 1995. The organisation will attempt to make adjustments to accommodate disabled individuals where this is reasonably possible. Risk Extraction MK can only make such adjustments if it is informed by



an individual of their disability, and encourages all employees to inform the organisation of any disability or impairment.

6.2 A disability is any physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out their normal day-to-day activities. This includes, but is not limited to:

- Deficiencies in sight, smell and hearing
- Progressive conditions such as cancer, multiple sclerosis and muscular dystrophy
- Severe disfigurements such as scars and skin diseases
- Limb or postural deformities, including conditions which require wheelchair use
- Special needs
- Mental illness

6.3 Risk Extraction MK understands that those people with a disability may wish for this to be considered more confidentially than with other issues. In these circumstances, they should raise it confidentially with the member of staff who is responsible for their line management.

7. HARASSMENT

7.1 Harassment is conduct which is unwanted, unreasonable and offensive to the recipient. This may occur either where the behaviour is aimed directly at the person, or where the conduct creates an intimidating, hostile, or humiliating work environment for the recipient. In an appropriate case, a one-off incident will be treated as harassment. Harassment can also include bullying, which is also unacceptable. In some circumstances (in particular in relation to harassment on the grounds of sex, race or disability), the individual employee who breaches this may also be held personally liable at law.

7.2 All employees have the right to a working environment which is free of harassment, either by word or by action. Any employee who experiences such behaviour should:

1. First consider whether it is appropriate to make it clear to the person concerned that they find their behaviour offensive, and ask them not to act in that way. If preferred, a colleague can be asked to be present.
2. If the situation persists, they should use the Grievance Procedure as soon as possible and ask their immediate manager to investigate and resolve the complaint.

8. RECRUITMENT AND SELECTION PROCEDURE

8.1 Risk Extraction MK aims to ensure that its Inclusion, Anti-Discrimination and Equality and Diversity Policy applies to job applicants and the



recruitment process, as well as to existing employees. Risk Extraction MK will:-

- Make clear in all advertisements that it is an equal opportunities employer.
- Endeavour to ensure that advertisements are placed in publications that are readily available to everybody, and that those advertisements avoid irrelevant material that might suggest that one group of applicants is preferred.
- Ensure that all staff involved in the interview and selection process are aware of and adhere to Risk Extraction MK's Equality and Diversity Policy.
- Endeavour to ensure that everyone who applies for a job has a fair chance to describe or demonstrate their ability to do that job. Where it is necessary to assess personal circumstances, these will be discussed objectively and there will be no differentiation between applicants on any discriminatory grounds.
- Permit unsuccessful applicants the opportunity of discussing with those who conducted the interview the reasons why they were not selected.
- Inform successful applicants of Risk Extraction MK's Equality and Diversity Policy during their induction.

9. OUR CUSTOMERS, SUPPLIERS AND OUR LOCAL COMMUNITY

9.1 The same principles which apply to employees and job seekers will also be applied to our suppliers, our clients (customers and purchasers of our service) and our local community. It is the responsibility of everybody in Risk Extraction MK to ensure that clients and suppliers are properly treated and that there is no unlawful discrimination against them on the basis of sex, race, disability, sexual preference, colour, ethnic origin, religion, physical characteristics, age or marital status. These principles are essential, and Risk Extraction MK must ensure that it applies them in all its dealings.

9.2 Similarly, our employees are entitled not be subjected to any detrimental treatment from customers or suppliers and if any problems occur in that area, a complaint should be raised in line with the published Complaints Procedure.

9.3 We aim to create and maintain excellent working relations where it is recognised that everybody is a valued member of the team.



10. COMPLAINTS PROCEDURE

- 10.1 All staff are to be made aware of the organisation's formal Complaints Procedure, particularly the importance of raising issues with their manager.

11. ACCOUNTABILITY

- 11.1 Risk Extraction MK will monitor their commitment to Equality and Diversity through a Diversity and Equal Opportunities Action Plan.

Signed on behalf of Risk Extraction MK by:

Name:

Signature:

Date: