



## **Entier Limited Policy - Equality in the Workplace**

### **1. INTRODUCTION**

Entier actively embraces Equality and Diversity through our staff experience, we support our employees through every step of their career pathway affording equal opportunities to all ensuring that each employee is in a position to achieve their goals and achieve them without barrier or discrimination.

The purpose of this document is to show the commitment Entier Limited has to Equality in the Workplace.

### **2. SCOPE**

The company is committed to equal treatment of all employees.

### **3. POLICY & PROCEDURES**

The Company is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

Entier endeavors to create a working and social environment which is respectful of diversity, inclusive and harmonious

To that end the purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, gender reassignment, marital status or civil partner status, race, ethnic or national origin, colour, nationality, disability, sexual orientation, age, pregnancy or maternity, religion or belief. We oppose all forms of unlawful and unfair discrimination.

All employees, 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 organisation.

The principles of non-discrimination and equality of opportunity also apply to the way in which employees' treat visitors, clients, customers, suppliers and former staff members.

All staff have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not to discriminate against, harass or victimise other members of staff, regardless of their status.

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, development and progression opportunities are available to all staff.



- Equality in the workplace is good management practice and makes sound business sense.
- We review and monitor all our employment practices and procedures to ensure fairness.
- All members of staff are responsible for the success of this policy and must ensure that they familiarise themselves with the policy and act in accordance with its aims and objectives.
- All managers must set an appropriate standard of behavior in keeping with company policy, lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives with regard to equal opportunities.
- The senior management team have overall responsibility for the effective operation of our equal opportunities policy and for ensuring compliance with the relevant statutory framework prohibiting discrimination.
- Breaches of our equality policy could result in disciplinary action up to and including summary dismissal.

#### **4. COMPLAINTS PROCEDURE**

In the event that any employee feels that he or she has suffered discrimination in any way, this will be handled under the Company's Grievance Procedure (HR 130). If the complaint is against the employee's own Line Manager or Supervisor a confidential complaint should be made to a senior manager or HR. In instances of sexual harassment, as far as possible, the anonymity of the complainant will be protected.

#### **5. CONFIDENTIALITY**

IN the interests of fairness and equity, any matter relating to discrimination being dealt with under the Grievance Procedure will be considered confidentially and any perceived breach of confidentiality should be reported to Human Resources.

Therefore, anyone involved in grievance proceedings, either as the employee raising the grievance, a witness or a colleague providing support or any other role must treat their knowledge of the matter as entirely confidential and must not discuss that knowledge with any person outside the Grievance Procedure. The Company will take an extremely serious view of any breaches of confidentiality and will investigate any alleged breaches in full. Where it is found that an employee has breached the confidentiality owed to the Grievance Procedure, this may result in disciplinary action up to and including dismissal.

#### **6. SUMMARY**

The aim of this Policy is to provide equality and fairness for all in our employment and not to discriminate on any grounds. Employees or Line Managers having any questions or cases concerning this Policy should refer back to the HR function.