



POLICY

EQUAL OPPORTUNITIES

1 POLICY STATEMENT

- 1.1 Royal British Legion Industries (RBLI) is committed to the principle that employees and volunteers should be able to work in an environment free from intimidation, harassment, bullying or discrimination of any kind, and is firmly committed to developing and maintaining an organisation in which differing ideas, abilities, backgrounds and needs are fostered and valued, and where those with diverse backgrounds and experiences are able to participate and contribute.
- 1.2 RBLI recognises that discrimination is unacceptable and that a diverse workforce is of benefit to the Company and helps to bring a wider range of skills and experience into the workplace.
- 1.3 It is the aim of the Company to ensure that no employee, volunteer or job applicant receives less favourable facilities or treatment, is victimised or the subject of discrimination, harassment or bullying by employees or third parties, on the grounds of gender, sexual orientation, transgender status, marital, civil partnership or family status, colour, race, nationality, ethnic or national origins, creed, culture, religion or belief, age, disability, Pregnancy or Maternity or any other personal factor or quality, or is placed at a disadvantage by imposed conditions or requirements which cannot be shown to be objectively justified. This also applies to discrimination by association or perception. Please refer to the Dignity at Work policy for detailed information on the procedure should you believe harassment or bullying have occurred.
- 1.4 Examples of unacceptable behaviour include unwelcome sexual attention; comments, teasing or jokes of a sexual nature; racist abuse and jokes; threatened assault or physical attack; treating people less favourably because of prejudice and making assumptions based on any perceived difference.
- 1.5 The recruitment, development, promotion and treatment of employees, volunteers or job applicants shall be based solely on factors relevant to the job and performance and reasonable adjustment will be made accordance with the Equality Act 2010.

2 DEFINITIONS

2.1 The Equality Act 2010 and Protected Characteristics

The Equality Act 2010 replaces discrimination legislation and relates to unlawful discrimination related to relevant 'Protected Characteristics' which covers;

- Age
- Disability
- Gender Reassignment
- Race (for the avoidance of doubt, caste discrimination would be considered to fall within the definition of race discrimination)



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- Religion or Belief
- Sex
- Sexual Orientation
- Marriage and Civil Partnership
- Pregnancy and Maternity

2.2 **Direct Discrimination**

Direct discrimination occurs when someone is treated less favourably than another person because of a Protected Characteristic (PC).

2.3 **Indirect Discrimination**

Indirect discrimination occurs when you have a condition, rule, practice or policy that applies to everyone but disadvantages those with a particular PC.

2.4 **Discrimination by Association**

Is direct discrimination against someone because they associate with another person who possesses a PC.

2.5 **Discrimination by Perception**

Direct discrimination against someone because others think they possess a particular PC.

3 RESPONSIBILITIES

3.1 **Managers**

Managers are responsible for ensuring that the obligations of this Policy are fully complied with and each manager will ensure that:

- all their staff are aware of the Policy and the reasons for it;
- that all staff are made aware of and comply with the details outlined in the Code of Ethics and Professional Conduct issued to all staff at commencement of employment;
- Any complaints relating to unlawful discrimination, harassment or bullying are dealt with quickly and effectively under the Dignity at Work Policy or Grievance Policy.

3.2 **Employees and Volunteers**

All employees and volunteers are responsible for ensuring that they are aware of the Equal Opportunities Policy. In particular they should:



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- act in accordance with and fully comply with the Policy;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other employees or groups on the grounds specified in the policy statement;
- inform their manager if they become aware of any discriminatory practice including harassment or bullying.

Any breach of this policy may render an employee liable to disciplinary action, which could result in dismissal from the Company.

3.3 Human Resources

- 3.3.1 Human Resources is responsible for ensuring that the Policy is updated in accordance with any changes to employment legislation and understood and implemented at all levels within the organisation. Regular training will be provided to all staff to assist with understanding.
- 3.3.2 All employees will be provided with equal access to Company training and development opportunities, activities and facilities in order to support their continued development within the organisation.
- 3.3.3 All applications for employment, either from internal or external sources, will be assessed against an individual job specification and their skills, competencies, experience and technical expertise will determine any selection outcome. The Company will, in all cases, review what reasonable adjustments can be made to support an applicant with a known underlying health condition successfully progress or commence employment with the Company.
- 3.3.4 Any employee involved in the management, recruitment & selection, development, promotion or training of another member of staff will receive appropriate skills training with a particular emphasis on equal opportunities.

4 MONITORING

- 4.1 Regular reviews of employee's compensation levels will be undertaken in conjunction with diversity data to identify any gender pay gaps.
- 4.2 Regular assessment of all Company policies will be undertaken to assess their equality impact and accordingly and changes may be recommended from time to time.



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5 GRIEVANCE

- 5.1 Any employee with a grievance alleging discrimination and who considers that they have been treated in a manner contrary to this policy should inform their manager or Human Resources as soon as possible so that the matter may be promptly and thoroughly investigated and appropriate action taken in accordance. Any such complaint will be treated seriously and the steps laid down in the Company Grievance Procedure.
- 5.2 The grievance investigation will be carried out in the strictest confidence and will not prejudice an employee's current employment or future career prospects. Please refer to the Whistleblower's Policy.

6 HARASSMENT AND BULLYING

- 6.1 The Company will treat all complaints of harassment seriously and will investigate them promptly, efficiently and in confidence and in accordance with the framework outlined in the Dignity at Work Policy.

This policy will be reviewed regularly to ensure compliance with statutory requirements. Any queries regarding this policy, or comments, should be addressed to your line manager or the HR department.

Originator's Signature:

Name:

Steve Sherry

Position in Company:

Chief Executive