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# Equality, Diversity and Inclusion Policy

Chloe O'Hare

## Document Version Control

	Last Modified	Last Modified By	Document Changes
0.1	DRAFT	Lyndsey Wilson	As part of a refresh for HR – new policy drafted.
1.0	1 <sup>st</sup> September 2021	Lyndsey Wilson	LIVE
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## Approval

Name	Title	Date	Version
Gillian Mahon	Chief People and Places Officer	6 <sup>th</sup> May 2022	1.1
(signature)	DocuSigned by:  CFE8E7951536431...		

## Statement of Policy

- The terms equality, inclusion and diversity are at the heart of this policy. 'Equality' means ensuring everyone has the same opportunities to fulfil their potential, free from discrimination. 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. 'Diversity' means the celebration of individual differences amongst the workforce.
- We will actively support diversity and inclusion and ensure that all our employees are valued and treated with dignity and respect. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected, able to give their best and reach their full potential. This policy is fully supported and endorsed by the CEO and senior management team.
- We recognise that discrimination is unacceptable, and equality of opportunity has been a long-standing feature of our employment practices and procedure. Breaches of this policy by any employee will lead to disciplinary proceedings and, if appropriate, disciplinary action up to and including dismissal. Serious breaches of the policy will be treated as gross misconduct.
- The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.
- All employees have personal responsibility for the practical application this policy.
- 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.
- We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.
- The company's grievance procedures are available to any employee who believes that he or she may have been unfairly discriminated against.

## Recruitment and Selection

- The recruitment and selection process is crucially important to any equality, inclusion and diversity policy. We will endeavor through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
- Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
- Job descriptions, where used, will be created in line with this policy. Job requirements will be reflected accurately in any personnel specifications.
- We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
- All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
- All employees involved in the recruitment process will ensure their selection criteria is related to the job requirements and do not unlawfully discriminate.
- Short listing and interviewing will be carried out by more than one person where possible.
- Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- Selection decisions will not be influenced by any perceived prejudices of other staff.

## Training and Promotion

- Senior staff will receive Equality & Diversity Awareness training in relation to the application of this policy to ensure that they are aware of its contents and provisions.
- All promotions will be made in line with this policy.

## Monitoring

- We will maintain and review the employment records of all employees in order to monitor the progress of this policy.
- Monitoring may involve:
  1. the collection and classification of information regarding the race, in terms of ethnic/national origin, and sex of all applicants and current employees.
  2. recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
  3. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

**In the case of any doubt or concern about the application of the policy in any particular instance, any member of staff should consult HR.**