

Ref. No:	IMS-POL-10	<b>Equal Opportunities and Dignity at Work Policy</b> (See QA-M-01)	
Rev. Status:	03 JAN 20		

### **Equal Opportunity and Dignity at Work Policy**

**Nicol of Skene Ltd** are committed to eliminating discrimination and encouraging diversity amongst our workforce. Employees and job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**Protected Characteristics**).

Accordingly, this applies to all aspects of employment with us including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures and termination of employment. The objective of this policy is to ensure that individuals are selected, promoted and otherwise treated solely based on their relevant aptitudes, skills and abilities.

### **Discrimination**

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace when dealing with customers, suppliers or other work-related contacts or when wearing a work uniform, and on work-related trips or events including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

- Direct discrimination: treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they have a disability.
- Indirect discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
- Harassment: this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-Harassment and Bullying Policy.
- Victimisation: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

### **Disabilities**

If you are disabled or become disabled, the Company encourages you to tell us about your condition so that the Company can consider what reasonable adjustments or support may be appropriate.

### **Breaches of this policy**

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The Company take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or Anti-Harassment and Bullying Policy. Complaints will be treated in confidence and investigated as appropriate.

You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

**Authorised by:**



**Richard Stott**  
Managing Director.



**Date: 06<sup>th</sup> January 2021**

**Next Review Due: January 2022**