



Equality and Diversity Policy

We are committed to providing equal opportunities in all aspects of employment and are fully committed to the elimination of unlawful and unfair discrimination. We value the advantages of having a diverse workforce.

The policy ensures that we meet our obligations under the Equality Act 2010.

Benefits of a diverse workforce:

- Our recruitment process demonstrates an open and accepting culture. This attracts more applicants and provides wider range of skills and experiences from which to select the best candidates for a vacancy.
- People with different backgrounds, skills, attitudes and experiences bring fresh ideas, perceptions, innovation and creativity.
- Rather than imply minimising the effect of discrimination and encouraging equal treatment it takes positive advantage of the differences between individuals and fights prejudice.

Our commitment:

Our policy is to provide equal opportunities in recruitment, selection, discipline, pay and benefits, selection for training and promotion, and we will not discriminate against any of the protective characteristics, these being age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (which includes colour, nationality and ethnic or national origins), religion or belief, sex, or sexual orientation. This list is referred to as protected characteristics.

We treat male and female employees equally with regards to terms and conditions of employment where the work is the same or broadly similar.

We have built a culture that promotes openness, fairness, and transparency. This policy is intended to assist us in putting this commitment into practice. By adhering to this policy, it ensures that no-one commits an unlawful act of direct, indirect, perceived, or associative discrimination.

We also strive to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect. This is an important aspect of ensuring equal opportunities in employment. To accomplish this all practices and policies relating to equal opportunities must be adhered to. Discrimination, abuse, or failure to follow this policy and equal opportunities practices will result in disciplinary action which could include dismissal in serious cases.

Your role:

You are required to support us in meeting our commitment to provide equal opportunities for all our employees and to avoid unlawful discrimination.

You must:

- Play your part in creating an open and accepting culture.
- Co-operate with any measures introduced to ensure equal opportunity.



- Report any suspected discriminatory acts or practices.
- Not influence or attempt to influence others to practice unlawful discrimination.

- Not victimise anyone as a result of them having reported or provided evidence of discrimination.
- Not harass, abuse or intimidate others, or contribute to the harassment or intimidation of others.
- Not canvass employees in an attempt to discourage them from applying to taking up a post.

You can be held personally liable as well as, or instead of, Hire Station Limited for any act of unlawful discrimination. If you commit a serious act of harassment you may be guilty of a criminal offence.

Acts of discrimination, bullying, harassment and victimisation against employees are disciplinary offences and will be dealt with under the disciplinary policy. Some acts may constitute gross misconduct and could lead to dismissal.

If you have a concern about the operation of a policy or you have a belief that this policy is being violated you should consult your line manager or a member of the HR team.

Recruitment:

Job profiles will be limited to those requirements that are necessary for the effective performance of the role. All employees, whether part-time, full-time or temporary, will be treated equally, fairly and with respect.

Candidates for employment or promotion will be assessed objectively against the requirements of the role, taking into account any reasonable adjustments that may be required for candidates with a disability. All employees will be helped and encouraged to develop their full potential.

Training and development:

Selection of employees for training opportunities must be non-discriminatory and will be based upon your needs and abilities, the business needs and the availability of the appropriate course.

Your hours of work and individual needs will be considered when arranging training. If you have a disability, individual training will be considered to ensure use of adaptations or special equipment. If you become disabled during the course of employment, retraining will be considered to enable you to remain in your present role or to move to an alternative role.

Types of discrimination:

- Direct Discrimination is where, because of a protective characteristic, someone treats someone else less favourably than they would treat other people who do not share the characteristic. An example of direct discrimination would be refusing to employ a woman because she is pregnant. In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a fair means of achieving legitimate aim. If you are considering occupational requirement you must contact the HR team before taking any action.



- Indirect discrimination is where there is a policy, practice or procedure which applies to all employees, but which particularly disadvantages people of a particular group. An example of indirect discrimination would be where an employer requires that all male employees must be clean shaven, therefore putting members of certain religious groups as a disadvantage. Indirect discrimination can only be justified if it is a fair means of achieving a legitimate aim.
- Harassment is where there is unwanted conduct, related to one of the protected characteristics that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not the effect was intended by the person responsible for the conduct
- Associative discrimination is where an individual is directly discriminated against, or harassed, for association with another individual who has a protected characteristic. An example of associative discrimination would be where an employer discriminates against an employee because they are married to a disabled person.
- Perceptive discrimination is where an individual is directly discriminated against, or harassed, based on a perception that he / she has a particular protected characteristic when he / she does not, in fact, have that protected characteristic. An example of perceptive discrimination would be where an employer discriminates against an employee on the mistaken assumption that the employee is homosexual when in fact they are not.

Grievance procedure:

If you believe you are not being treated equally, you should raise the matter with your line manager. Should this not resolve that matter you may use the grievance procedure. If the circumstances are such that you do not want to use the grievance procedure, please speak with a member of the HR team who will be able to give you further information or guidance.

This policy is reviewed annually to ensure relevance and its effectiveness.

Signature	

Name	<u>Anna Bielby</u>
Position	<u>Chief Executive Officer</u>
Date	<u>1 December, 2023</u>