

# EQUAL OPPORTUNITIES POLICY

TrustOn is an equal opportunities employer. Our future success in a highly competitive world depends on our employees and the development of their skills. To this end, we continually seek to promote equal opportunities for all. Equal opportunities mean treating everyone equally on their merits, and not treating someone unfairly because of age, disability, gender, marital status, race, ethnic origin, religion, or sexual orientation.

The Company wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful and unfair discrimination. Every reasonable step will be taken to ensure that all individuals, whether part-time, full-time, and temporary, are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career development are based solely upon justifiable job- and business-related criteria and merit. Implementation of the policy is the duty of all Line Managers. All employees are expected to comply.

## 1. Principles

### 1.1. Age

In assessing the ability of an individual to carry out a specific job, the assessment will be based on the requirements for that job. Age, in isolation, other than in accordance with the Working Time Regulations, will neither be used to justify the appointment nor to debar an applicant from that appointment.

### 1.2. Disability

It is Company policy to recognise that the unique problems of disabled employees may require special arrangements to enable them to effectively fulfil their duties. The Company will encourage the employment of the disabled through the adaptation of premises, the modification of equipment, the provision of special aids and job restructuring where this is reasonable and practicable. Whenever possible, the Company will provide for the rehabilitation and retraining of employees who become disabled. Appointments of disabled people will be made on the same terms and conditions as other comparable employees without disabilities. Disabled employees will be given equal opportunity in applications for training and promotion.

### 1.3. Gender Reassignment

The company will not treat someone less favourably than other employees because of their gender reassignment, whether actual or perceived. The legislation protects individuals who have undergone, or are about to undergo gender reassignment. Individuals do not need to be under medical supervision to be protected by the law.

### 1.4. Marriage, Civil Partnership and Sexual Orientation

The company will not discriminate against an employee who is married. In addition, we will not discriminate against an individual who is registered as a civil partner under the Civil Partnership Act 2004. The company will treat married employees and employees in civil partnerships in the same way. This means that any benefit such as



private healthcare that is available to the spouses of employees will also be made available to employees' civil partners.

#### 1.5. Gender, Pregnancy and Maternity

As well as gender itself, the company will not discriminate on the grounds of pregnancy and maternity. You will have the right to keep the same terms and conditions while you're on maternity leave.

#### 1.6. Race, Religion or Belief

Neither the Company nor its employees will discriminate against any creed, religion or personal belief provided that such creeds and beliefs do not run counter to this policy by advocating discrimination or intolerance of other employees. The Company will endeavour to accommodate as far as is practicable essential practices related to such creeds providing that they neither breach Company policy nor interfere with the efficient running of the business or its legal obligations e.g. health and safety/food handling.

### 2. Liability

2.1. Employers can be held liable in law for acts of discrimination committed by an employee. An employee can also be held personally liable for acts of discrimination, which they commit, authorise, contribute to or condone. Behaviour or actions by an employee, which are acts of discrimination, would constitute serious misconduct liable to disciplinary action, which may include summary dismissal.

2.2. The following are examples of such actions however the list should not be seen as exhaustive:

2.2.1. Discrimination in the course of employment or pre-employment against an employee or job applicant on grounds established within the Equal Opportunities Policy Statement

2.2.2. Inducing or attempting to induce employees or managers to practice unlawful discrimination

2.2.3. Indulging in verbal or physical sexual or racist harassment of a nature which is known, or should be known, to be offensive to the victim

2.2.4. Victimising individuals who have made allegations or complaints of sexual or racial discrimination or harassment or provided information about such discrimination or harassment

### 3. Procedure

#### 3.1. Informal Procedure

Employees who believe they have not been treated equitably in relation to the above are advised to make a direct approach to their Line Manager to discuss their concern. Most routine complaints and grievances are best resolved informally in discussion with the employee's Line Management. However, where the employee does not feel this is appropriate, they should raise the matter with HR.

#### 3.2. Formal Procedure

Where an employee does not feel the informal procedure has been effective, or they feel that due to the nature of the issue it is appropriate to invoke the Formal Grievance Procedure, they should do so in accordance with the Grievance Procedure.