

## Equality and Diversity Policy

Date of last completed review:	July 2020		
Date of next scheduled review:	July 2021		
Owner:	Sian Tohill – HR Manager	Date:	July 2020
Once printed this document is an uncontrolled version. Always check the online policy and procedures library to ensure you have the most up to date version of the document.			

### Scope

This policy applies to all UK employees and all non-employees e.g. self-employed, contractors, agency workers. Additionally, it applies to how we deal with external candidates, former employees, visitors, clients, customers, and suppliers.

This policy covers all aspects of employment, including recruitment, pay and conditions, training, performance reviews, promotion, conduct at work, disciplinary and grievance procedures, and when people leave.

This policy does not form part of a contract of employment.

This policy will be reviewed from time to time to ensure that it reflects our legal obligations and business needs.

### Purpose

Rocielle Healthcare Ltd operates in diverse environments, cultures and communities across the UK. Our stakeholders include employees, customers, clients and suppliers. Our aim is to recognise and value this diverse population through understanding and meeting its differing needs and valuing each person as an individual.

The purpose of our Equality and Diversity policy is to provide equality and fairness for all, and not to discriminate because of gender, sexual orientation, pregnancy or maternity, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

Equal opportunities eliminate unfairness and create a “level playing field” to make the same opportunities available to all individuals, however different they are from each other.

Diversity recognises that differences can benefit our business and that is important to create an environment where difference is respected.

An effective Equality and Diversity strategy is important in supporting business success and creating competitive advantage. Rociale is committed to creating an environment which encourages diversity and which will attract, retain and engage our people. We believe that in addition to increasing employee engagement, diversity in the workplace improves the services we provide and supports our brand.

Therefore, we want our workforce to be representative of all sections of society and ensure our policies and practices support fair treatment.

### **Responsibilities**

We all have a responsibility for creating and maintaining an environment in which people are treated fairly and are not discriminated against.

You are responsible for making sure that:

- You treat colleagues and customers, visitors and anyone else you come into contact with as part of your role with respect and dignity at all times.
- You tell your manager as soon as possible if you are aware of any discrimination in the workplace.

Your manager is responsible for making sure that:

- They create a working environment in which individual differences and the contributions of all employees are recognised and valued.
- All employees are treated fairly and consistently and they take all reasonable steps to protect people from any form of discrimination.

### **Key Points**

Rociale will not tolerate discrimination in any form.

### **Areas of discrimination**

It is unlawful to discriminate against an individual because of their:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including ethnic origin, colour, nationality and national origin)
- religion or belief (including philosophical belief)
- sex
- sexual orientation

All of these are covered by law and are called protected characteristics.

## **Types of discrimination**

The following types of discrimination 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 might be gay.

**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, a security company operates a strict minimum height requirement for employees. Unless the company can justify its policy, the minimum height requirement is indirectly discriminatory, as it adversely affects significantly more women than men.

**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.

**Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

**Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

## **Breach of equality and diversity policy**

Any breach of this policy should be reported immediately to the Director responsible for your function and/or the Human Resources Department, so that full corrective action can be promptly taken.

Breach of this policy is likely to be dealt with under the disciplinary policy as potentially gross misconduct, which could result in summary dismissal.

If you believe you have been discriminated against, you should, in the first instance, raise the matter informally with your line manager. Should this fail to resolve matters, you are encouraged to raise the matter through the grievance procedure.