

Policy status

This policy was adopted by the Company on 14th July 2020 and was last reviewed 12th October 2022

Scope

The aim of this policy is to ensure that procedures are in place and are being implemented to ensure that the Company promotes the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

The Company recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination. We treat all, regardless of race, age, religion, or disability in an equal and equitable way

Responsibilities

All employees and those who act on the Company's behalf are required to adhere to this policy when undertaking their duties or when representing the Company in any other guise.

A breach of this Policy by staff will be considered to be a disciplinary offence and will be dealt with according to Statlog Pro Limited disciplinary procedures.

Your entitlements and responsibilities

Unlawful discrimination

Unlawful discrimination of any kind in the working environment will not be tolerated and the Company will take all necessary action to prevent its occurrence.

Specifically, the Company aims to ensure that no employee or job applicant is subject to unlawful discrimination, either directly or indirectly, on the grounds of gender, gender reassignment, race (including colour, nationality, caste and ethnic origin), disability, sexual orientation, marital status, part-time status, pregnancy or maternity, age, religion or belief, political belief or affiliation or trade union membership. This commitment applies to all aspects of employment, including:

- recruitment and selection, including advertisements, job descriptions, interview, and selection procedures
- training
- promotion and career-development opportunities
- terms and conditions of employment, and access to employment-related benefits and facilities
- grievance handling and the application of disciplinary procedures
- selection for redundancy

Equal opportunities practice is developing constantly as social attitudes and legislation change. The Company will review all policies and implement necessary changes where these could improve equality of opportunity.

Recruitment of ex-offenders

The Company actively promotes equality of opportunity for all candidates, including those with criminal records where appropriate.

The Company requires potential employees to provide details of any criminal record at an early stage in the application process. Any such information should be sent in a separate confidential letter to the designated person. Only those who need to see it as a formal part of the recruitment process will have access to this information.

Having a criminal record will not necessarily prevent a potential employee from being appointed.

Any recruitment decision will depend on the nature of the position and the circumstances and background of the offence(s). The Company will discuss with the potential employee the relevance of any offence to the job in question.

If a potential employee fails to reveal any information relating to disclosures in accordance with the Company's Disclosures Policy, this may lead to the withdrawal of an offer of employment.

Career development

While positive measures may be taken to encourage under-represented groups to apply for employment opportunities, recruitment or promotion to all jobs will be based solely on merit.

All employees will have equal access to training and other career-development opportunities appropriate to their experience and abilities.

However, the Company will take appropriate positive action measures (as permitted by equal opportunities legislation) to provide specialist training and support for groups that are underrepresented in the workforce and encourage them to take up training and career development opportunities.

Procedure

Complaints of discrimination

The Company will treat seriously all complaints of discrimination made by employees, clients, customers, suppliers, contractors or other third parties and will take action where appropriate.

Anyone who believes they have been discriminated against is encouraged to raise the matter as soon as possible with a manager or other senior employee using the Company's Grievance Procedure (outlined in the Employee Handbook) or directly to the Managing Partner.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated thoroughly. If an allegation of discrimination is made, the Company is committed to ensuring that all are protected from victimisation, harassment, or less favourable treatment. Any such incidents will be dealt with under the Company's Disciplinary Procedures.

Investigating accusations of unlawful discrimination

If an employee or member of staff is accused of unlawful discrimination, the Company will investigate the matter fully. During the course of the investigation, the employee will be given the opportunity to respond to the allegation and provide an explanation of their actions. If the investigation concludes that the claim is false or malicious, the complainant may be subject to disciplinary action. If the investigation concludes that the actions of an employee amount to unlawful discrimination, they will be subject to disciplinary action, up to and including dismissal without notice for gross misconduct.

Formal review

We formally review this policy annually to ensure it is relevant and up to date.

Staff induction and training

In order to ensure that all who work at Statlog Pro Limited understand this policy and our commitment, this policy is provided to those attending interview, all new employees during their induction period and to all on our website. In addition, special training and refresher training is given to staff who work within HR and other relevant departments.



Signature:

Date: 12th October 2022

Name: Andrew Etherington

Position: Director