

## Equality, Diversity and Inclusion Policy

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### 1.0 Introduction and Scope

At DO & CO we are committed to the importance of promoting equal opportunities, valuing diversity and creating an inclusive working environment for all our employees.

In our increasingly competitive business environment we understand that the performance and engagement of our employees is central to business success. We are committed to creating an environment in which each employee is able to fulfil their potential and maximise their contribution. Equality, Diversity and Inclusion (ED&I) has the highest priority in DO & CO.

This policy does not form part of any employee's contract of employment. The Company reserves the right to change this policy at any time and in any event will review it on a periodic basis.

### 2.0 Aims

In line with Equality Act 2010 we will:

- Ensure equality, diversity and inclusion in the workplace are supported and celebrated;
- Offer fair treatment in every aspect of working life in DO & CO, this applies to all employment policies and practices including those relating to:
  - Recruitment, selection and retention;
  - Terms and conditions of employment;
  - Working environment;
  - Learning and development;
  - Promotion and career progression;
  - Redundancy and re-deployment.
- Promote a culture where employees recognise the value that a diverse and inclusive workforce brings; and
- Be recognised as an employer with a positive reputation for diversity and inclusion practices.

These aims apply to all of the protected characteristics as defined in the Equality Act 2010:

Protected Characteristic (UK)	UK Definition
Age	Refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).
Disability	A person has a disability if s/he, they has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.
Gender Reassignment	The process of transitioning from one gender to another.
Marriage and civil partnership	Formal union of a man and a woman or marriage between same sex couples. Same sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters.
Pregnancy and maternity	Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context.
Race (includes colour, nationality and ethnic origins)	Refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.
Religion and belief	Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Sex	A man or a woman.
Sexual orientation	Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

In line with the legislation those perceived as having one of the protected characteristics are also protected.

An additional characteristic which may protected but is not noted within the Equality Act 2010 is:

Gender Identity	An individual's personal sense of having a particular gender.
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### 3.0 Policy Application

To achieve our aims, DO & CO commits to the following:

- Ensuring that the principles of this policy are embedded in HR strategy and all policies and procedures are regularly monitored and reviewed;
- Providing awareness training and guidance to all employees and managers to ensure our commitment to ED&I is known and understood;
- Monitoring and measuring diversity throughout the employment lifecycle using qualitative and quantitative information to assist in identifying and removing any form of discrimination;
- Challenging and investigating discriminatory behaviour and enforcing the disciplinary procedure, when this is considered necessary;
- Communicating, through internal communication channels, and regularly reviewing ED&I initiatives that have successfully been implemented;
- Working with external groups and advisory bodies to keep up to date with external best practice.

Some examples of how we will achieve this are:

- Ensuring that practices and assumptions made about ability based on age are eliminated and not using age as a criterion to restrict access to services (unless it can be objectively justified);
- Discouraging assumptions made about ability based on an individual's disability, impairment or health condition;
- Reviewing our recruitment processes for disabled applicants and taking appropriate measures, so far as is practicable to ensure that applicants with a disability have the same opportunities as those without disabilities;
- Supporting employees who experience disability whilst in their post to include the provision of reasonable adjustments and access to the occupational health service. This will include access to appropriate equipment, information, decision making and means of communication through, for example, the use of, tape, Braille, interpretation for hearing impaired people etc.;
- Supporting all employees, as appropriate to the needs and demands of the business, in making personal choices about their parenting, caring and work roles and responsibilities, and helping them find a work life balance that supports all priorities;
- Actively supporting those employees taking family friendly leave. For instance, we will ensure all

employees are welcomed back appropriately and kept in contact with whilst on maternity, adoption, paternity or shared parental leave.

- Valuing the skills developed in the home and community as well as those developed in the workplace and will, as appropriate to the needs of the business support employees to play an active part in the community they live in;
- Ensuring everyone feels comfortable in the workplace to discuss their own personal marital/relationship status and their own family situation;
- Confronting homophobic attitudes, behaviours and language and promote an understanding of individual rights and attributes;
- Ensuring we take a proactive role in promoting the understanding of gender, transgender as well as marital/civil partnership status;
- Ensuring religious festivals, holidays and rights of worship are recognised and accommodated wherever and whenever reasonably practicable, taking into consideration business needs and requirements;
- Ensuring dietary needs are catered for where reasonably practicable, for example at training events and special events;

#### 4.0 Monitoring

We continuously review this policy, together with all of our employment policies and practices to maintain our focus on equality of opportunity.

To ensure that this policy and other procedures are operating effectively, HR will continue to monitor and measure the records of our employees, benchmark our performance as a Company and ensure that any patterns or trends are identified and resolved.

#### 6.0 Document Control

Version	Date	Owner	Status	Update from previous version
1	October 2019	Lisa Skelton	Completed	Original Version
2	August 2020	Lisa Skelton	Completed	Gender Identity – Included