

Equality, Diversity, and Inclusion Policy

Introduction

Esken is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment and against third parties. This policy is intended to assist us put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Purpose and Scope

We aim to be an employer of choice by putting our people at the very heart of what we do. That means we want our employees to be able to bring their whole selves to work and work in an environment that values and respects difference.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment. The organisation has a separate Dignity at Work policy, which deals with these issues.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

Statement

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy or maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or marital or civil partnership status. These are known as Protected Characteristics.

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

Indirect discrimination is where a provision, criteria or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Equal Opportunities in Employment

This policy sets out our approach to equal opportunities and the avoidance of discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline, and selection for redundancy.

Recruitment and Selection

Job descriptions will be limited to those requirements that are necessary for the effective performance of the job.

Candidates for employment or promotion will be assessed objectively against the requirements for the job

Job applicants will not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants won't be asked whether they are pregnant or planning to have children.

Job applicants will not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability.

Reasonable Adjustments

If you are disabled or becomes disabled, we actively encourage you to tell us about the condition so that we can consider what reasonable adjustments or support may be appropriate. We will consider the matter carefully and try to accommodate an employee's needs within reason. If we consider a particular adjustment would not be reasonable, we will explain its reasons and try to find an alternative solution where possible.

Where you require or may require an adjustment to the working arrangements or environment you should bring this to the attention of your Line Manager. The prime responsibility for arranging appropriate adjustments will lie with the Line Manager however they may involve others, including Occupational Health, the People Team or other managers that may need to support the adjustment.

Where the person with the prime responsibility for arranging reasonable adjustments does not have the relevant knowledge or experience, they will consult Occupational Health and/or the Health & Safety Team. Where required an outside specialist may be consulted with the agreement of the employee.

Once an adjustment has been made its operation may need to be reviewed at agreed intervals to assess its continuing effectiveness.

Adjustments may address physical access to premises; access to benefits of employment; terms and conditions of employment; recruitment; and arrangements for recruitment, performance assessment, promotion, and retention.

Employee Responsibilities

Every employee is required to assist the organisation to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination.

You can be held personally liable as well as, or instead of, the organisation for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the Disciplinary policy.

Reporting Discrimination

The organisation has a Dignity at Work Policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

If an employee considers that he/she may have been unlawfully discriminated against, you may use our grievance procedure to make a complaint. If your complaint involves bullying or harassment, you should also refer to the Dignity at Work policy. We will take any complaint seriously and will seek to resolve any grievance that it upholds.



Signed: Warwick Brady, Chief Executive Officer
Date: December 2020