Itad Equalities Policy

Background

Itad is committed to promoting equality of opportunity for all staff and job applicants and to complying with the Equality Act 2010.

We aim to achieve a work environment free from discrimination or harassment, and in which all decisions are based on merit. All staff, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and capability. All staff will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

We do not discriminate against staff on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, clients, customers, suppliers and former staff members.

All staff have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, regardless of their status.

Our commitment

To create an environment in which individual differences and the contributions of all our staff are recognised and valued.

* Every staff member is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
* All staff have the right to receive the same level of pay as someone performing work of equal value; and to ensure any discussions about equal pay are protected.
* Training, development and progression opportunities are available to all staff.
* We will monitor all our employment practices and procedures to ensure fairness and equity.
* Breaches of our Equality Policy will be regarded as misconduct and could result in disciplinary action, which may include dismissal.
* This policy is fully supported by senior management
* This policy is monitored and reviewed annually.

All staff are aware that whilst an employer can be held liable in law for acts of discrimination committed by employees, so too can individual employees be held personally liable in law for acts of discrimination which they commit, authorise, contribute to, or condone in relation to other employees and members of the public.

All staff, therefore, are aware that the following acts are unlawful and/or would constitute misconduct and could result in disciplinary action, which may include dismissal:

* Discriminating in the course of their employment against members of the public, Itad staff or job applicants on the grounds established in the Equality Policy.
* Inducing, or attempting to induce, staff to practice unlawful discrimination.
* Indulging in verbal or physical sexual, racial or other harassment of a nature which is known, or should be known, to be offensive to the victim.
* Victimising individuals who have made allegations or complaints of sexual, racial or other discrimination or raised concerns relating to any other harassment or provided information about such discrimination or harassment.

Gender equality

Itad are committed to the following principles to support gender equality:

* We will make sure staff are not discriminated against because of their sex, because they are associated with someone of a particular sex or because they are thought - correctly or incorrectly - to be male or female.
* We will endeavour to make sure that staff are not subjected to comments and behaviour regarding sex which they find offensive.
* We will ensure that policies and practices in the workplace don’t put staff at a disadvantage because of their sex.
* We will not ask a job candidate questions of a personal nature unrelated to the role and their application.
* We will not suggest to a recruitment agency that candidates of a particular sex would be preferred.

Recruitment and selection

We aim to ensure that no job applicant suffers discrimination because of any protected characteristics. We review job selection criteria to ensure that they are relevant to the job and are not disproportionate.

Job advertisements will avoid stereotyping or using wording that may discourage groups with a particular protected characteristic from applying. We take steps to ensure that our vacancies are advertised to a diverse labour market.

We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation.

Bullying and harassment

We will not tolerate bullying or harassment as it recognises that such behaviour is unacceptable, discriminatory and may be unlawful. Any allegations of bullying will be taken seriously and treated sensitively. They will be investigated promptly and a speedy resolution sought.

Appropriate action may include disciplinary action where a formal allegation of bullying and harassment has been upheld.

Part-time **and** fixed-term work

Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

Termination of employment

We will ensure that redundancy criteria and procedures are fair and objective and are not discriminatory.

We will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

Disability discrimination

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

If you experience difficulties at work because of your disability, you may wish to contact the Head of Human Resources to discuss any reasonable adjustments that would help overcome or minimise the difficulty. The Head of Human Resources may wish to consult with you and your medical adviser(s) about possible adjustments. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.

We will monitor the physical features of our premises to consider whether they place workers with disabilities, job applicants or service users at a substantial disadvantage. Where reasonable, we will take steps to improve access for disabled staff and service users.

Reporting

Itad’s Equality Policy is fully supported by our leadership. Any behaviour found not in-line with the expectations set out in this Policy should be reported to a member of the Itad Executive Committee or Human Resources.

**Policy Name**: Equality Policy

**Policy Owner**: Jo Simon, Head of Human Resources

**Latest Review**: 16/6/2023
**Next Review**: 28/10/2023

**Reviewer**: Lou Howard, Compliance Manager