

**ENLITEN IT LTD**  
**EQUALITY AND DIVERSITY POLICY STATEMENT**

Enliten IT is committed to providing a working environment in which everyone feels valued and respected and where you are treated with dignity. We believe in creating an environment that is free from unlawful discrimination, victimisation or harassment.

**AIMS OF THIS POLICY**

We are totally committed to the principle of equality and diversity in employment for all without discrimination, as enshrined and defined in the "protected characteristics" of the Equality Act 2010, on the grounds of:

<b>Age</b>	Refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).
<b>Disability</b>	A person has a disability if s/he 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.
<b>Gender reassignment</b>	The process of transitioning from one gender to another.
<b>Marriage and Civil Partnership</b>	Marriage is defined as a 'union between a man and a woman'. Same-sex couples can 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.
<b>Pregnancy and Maternity</b>	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.
<b>Race</b>	Refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.
<b>Religion and Belief</b>	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.
<b>Sex</b>	A man or a woman.
<b>Sexual Orientation</b>	Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

Our commitment applies to all aspects of employment including:

- recruitment and job advertisements;
- terms and conditions of employment;
- training and career development;

- grievance and disciplinary procedures; and
- relationships between staff members.

We respect the dignity of individuals and their beliefs.

We do not tolerate any racial, sexual, physical, mental harassment or bullying in the workplace, or at functions connected with the workplace.

We aim to ensure that no employee, or those seeking employment, receive less favourable treatment on the above grounds or are disadvantaged by requirements or conditions which cannot be shown to be justifiable.

Equality of opportunity is not about treating everyone the same. It is about treating everyone according to their needs; it is about treating people fairly. Diversity is about recognising that people are different and have differing needs.

We take this policy seriously. A breach of this policy is considered to be gross misconduct and disciplinary action, including dismissal for serious offences, will be taken against people who do not comply with it.

#### **EQUALITY AND DIVERSITY POLICY - SUPPORTING STATEMENTS**

- **Race Equality:** Enliten IT is committed to eliminating unlawful racial discrimination. We will promote equality of opportunity and good relations between people of different racial, national and ethnic groups.
- **Disability Equality:** Enliten IT will not treat a person less favourably directly or indirectly on the basis of his/her disability. We will promote equality of opportunity for people with disabilities.
- **Gender Equality:** Enliten IT will not treat a person less favourably directly or indirectly due to gender or marital status.
- **Equality of Employment:** Enliten IT will through its policies and training seek to create a prejudice free and supportive working environment.
- **Sexual Orientation:** Enliten IT will not discriminate directly or indirectly on the grounds of sexual orientation.
- **Religion and Belief:** Enliten IT will not discriminate directly or indirectly on the grounds of religion, religious belief or similar philosophical belief (where the belief has a profound affect on the person's way of life.).
- **Trade Union membership:** Enliten IT will not discriminate directly or indirectly on the grounds of trades union membership. We accept anyone's right to join a trade union or staff association.
- **Age:** A person's age will not lead to unfair discrimination.

## RESPONSIBILITIES

Everyone has a strict obligation to proactively:

- respect and act in accordance with this policy
- treat fellow staff members and customers with respect and dignity
- ensure that their own behaviour does not cause offence or distress
- eliminate discrimination, harassment, victimisation
- foster good relations between people who share a relevant protected characteristic and those who do not share it
- report any incident or behaviour which contravenes this policy
- not indirectly support unfair treatment by ignoring what is happening around them.

In addition, those who manage staff are responsible for:

- ensuring that the policy is fairly and consistently applied in all areas under their control
- eliminating any unfair practices of which they are aware, whether or not a complaint has been made
- promoting an environment in which people feel comfortable in reporting incidents which are causing them concern
- reacting quickly to complaints, investigating them objectively and thoroughly and taking any required action promptly
- advising HR as soon as a formal complaint has been made.
- Any behaviour which contravenes this policy will be viewed very seriously and may result in disciplinary action, including dismissal in appropriate cases.

The overall responsibility for implementing and monitoring the effectiveness of this policy rests with the Managing Director.

Enliten IT will continue to review its monitoring processes to comply with changes in legislation.