

Diversity, Equality and Inclusion Policy

Envipco is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organization - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
2. Not unlawfully discriminate by local legislation protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage or civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation
3. Oppose and avoid all forms of unlawful discrimination. This includes in:
 - pay and benefits
 - terms and conditions of employment
 - dealing with grievances and discipline
 - dismissal
 - redundancy
 - leave for parents
 - requests for flexible working
 - selection for employment, promotion, training or other developmental opportunities

Our definitions

Direct discrimination: When someone is treated less favourably than another person because of a protected characteristic they have or are thought to have.

Discrimination by association: Direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Perception discrimination: Direct discrimination against someone because it is believed that they possess a particular protected characteristic, even if they don't actually possess that protected characteristic.

Indirect discrimination: Occurs when there is a condition, rule, policy, or practice in the company that applies to everyone, but particularly disadvantages people who share a protected characteristic. Indirect discrimination can be justified if the person or organisation applying the policy has a good reason for it or if they can show that they acted reasonably in managing their business (i.e. 'a proportionate means of achieving a legitimate aim').

Positive discrimination: Preferential treatment of a group of people over another because they possess a protected characteristic.

Disability discrimination: Includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

Harassment: Any unwanted conduct related to a relevant personal characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that individual.

Sexual harassment: Unwanted or inappropriate verbal or physical conduct of sexual nature which has the effect of harassment and affects your dignity at work.

Retaliations: Occurs when employers treat someone less favourably for reporting discrimination; participating in a discrimination investigation or lawsuit, or; opposing discrimination.

Victimization: penalizing or treating someone less favourably because they have made a claim or complaint of discrimination, or because it is believed that someone wants to or is going to make a claim or complaint of discrimination.

Our commitments

The organization commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.

2. Create a working environment free of bullying, harassment, victimization and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognized and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the diversity, equality and inclusion policy. Responsibilities include staff conducting themselves to help the organization provide equal opportunities in employment, and prevent bullying, harassment, victimization and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimization and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

3. Take seriously complaints of bullying, harassment, victimization and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organization's work activities.

Such acts will be dealt with as misconduct under the organization's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection of local legislation – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development, and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilized to maximize the efficiency of the organization.

5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the local legislation).

6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them regularly, and considering and taking action to address any issues.

In our unwavering commitment to diversity, equality, and inclusion, we recognise the importance of transparent and accountable processes. To ensure a safe and inclusive workplace, we have established a robust monitoring and reporting system. We encourage all employees to actively participate in this process, fostering an environment of trust. If you encounter or witness any actions that are contrary to our DEI principles, we provide a secure reporting system to protect your privacy and safety. Your voices and concerns are essential in shaping our journey toward a more diverse, equal, and inclusive workplace.

Print Name

Signature

Date