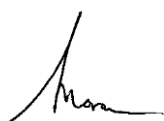




General Physics (UK) Ltd

Policies and Procedures
Equality, Diversity and Opportunities Policy

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Signed by: 
Shay Moran, Senior Vice President

Date: 1 December 2020

Equality, Diversity and Opportunities Policy

1. Aim

General Physics (UK) Ltd and its group companies is committed to a Policy of Equality, Diversity and Opportunity which respects the identity, rights and values of each individual and opposes all forms of unlawful and unfair, direct and indirect discrimination amongst its Employees and Sub Contractors and to that end the purpose of this Policy is to provide equality and fairness for all and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. The ("Policy") applies to all job applicants, employees, learners and workers, including for the avoidance of doubt any temporary workers, contract workers and volunteers (hereunder referred to as "Employee") of General Physics (UK) Ltd and its group companies ("the Company").

2. Our Commitment

- To create an environment in which individual differences and the contributions of all Employees are recognised and valued.
- Every Employee is entitled to a working environment that promotes dignity and respect to all, no form of intimidation, bullying or harassment will be tolerated.
- Recruitment, selection, appraisal, engagement, employment, management and termination of employment or contract is fair and free from any form of discrimination.
- Training, development and progression opportunities are available to all Employees.
- All Employees and Sub Contractors will be made aware of the objectives within this Policy and encouraged to support its aim and commitment.
- The Company will review and monitor employment practices and procedures to ensure fairness.
- Breaches of the Policy will be regarded as misconduct and could lead to disciplinary proceedings.
- The Policy is fully supported by Senior Management and has been agreed with the Senior Vice President, Europe.
- The Policy will be monitored and reviewed annually.
- Equality in the workplace is good management practice and makes sound business sense.

2.1 In the promotion of the Policy, the Company will meet all statutory obligations under the 2010 Equality Act, Codes of Practice, and relevant Legislation and, where appropriate, anticipate future legal requirements signalled under EU Directives.

3. Responsibilities

- 3.1 Whilst it is expected that all staff of the Company will accept personal responsibility for practical application of the Policy, lead responsibility for its implementation will rest with the Senior Vice President, Europe and the Senior Management Team.
- 3.2 To ensure that it is consistently applied to personnel, co-ordination and monitoring responsibility is assigned to Corporate Services. Individual Business Units will have responsibility for implementing and monitoring the operation of the policy within their areas of responsibility. A copy of the policy shall be prominently displayed within all GP offices.
- 3.3 Sub Contractors to the Company must abide by the Company Policy which will form a part of their contract with the Company.

4. Discrimination Policy Statement

- 4.1 The Company recognises that discrimination or exclusion is unacceptable and behaviour of this kind will not be tolerated. It is in its own best interest, as well as the interest of its Employees and Sub Contractors to utilise the skills of the total workforce.

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- 4.2 The Company will take all reasonable steps (including but not limited to disciplinary action) to protect its Employees from any form of Discrimination or Harassment.
- 4.3 If an Employee is found to have discriminated against another Employee, she/he may be disciplined and depending on the seriousness of the incident, the discriminating Employee may be dismissed summarily.

5. Harassment Policy Statement

- 5.1 The Company aims to provide a working and learning environment that will enable all Employees to fulfil their potential. In order to achieve this, the Company is committed to the provision and maintenance of a stimulating and supportive working environment free from harassment, intimidation, or bullying.
- 5.2 All allegations of harassment will be dealt with sensitively, confidentially and promptly.
- 5.3 If an Employee is found to have harassed, intimidated or bullied another Employee she/he may be disciplined and depending on the seriousness of the incident may be dismissed summarily.

6. Victimisation Policy Statement

- 6.1 Any Employee who in good faith complains about harassment and/or discrimination, or has helped another person to do so by giving evidence, information or informed during a formal investigation or assisting another person to present a case at an industrial tribunal, or has alleged that the company (or anybody else) has contravened the Law, shall not for that reason receive less favourable treatment than any other Employee.
- 6.2 All allegations of victimisation will be investigated promptly and appropriate disciplinary action taken if proven.

7. Recruitment and Selection

- 7.1 The intention of the recruitment procedure is to ensure the most appropriate response to any vacancy in the Company. The Company wishes to ensure the highest quality of candidates and where not limited by recruiting timelines will advertise vacancies within the organisation when it is considered that internal candidates with the necessary experience or qualifications may be available. Use will be made of Jobcentres, Careers Services, the media and appropriate external vacancy advertising outlets. All employees working in the same capacity will be treated equally in terms of pay and conditions and pay levels will be determined by policy, experience, qualifications and performance.
- 7.2 The selection process is of crucial importance and must therefore be carried out according to objective, job description and employee specification. The effectiveness of the policy will be determined to a great extent by this aspect of the employment procedure and will be kept under review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.
- 7.3 The Company will endeavour through appropriate training to ensure that employees making selection decisions will not discriminate in making these decisions.
- 7.4 Where recruitment and selection is training programme specific the avoidance of discrimination means that clients will be assessed on the Company's ability to provide the appropriate training and support necessary to enable them to achieve their full potential. (Refer to procedures: GP-100-OP-03, GP-100-OP-07 and GP-100-OP-14 & GP-100-OP-22).

8. Training and Promotion

- 8.1 All steps will be taken to ensure equal access to opportunities for training and promotion. The Company will endeavour to provide appropriate training to enable staff to perform their jobs efficiently and pursue career development opportunities.

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- 8.2 Training and guidance for implementation will be given to members and senior members of the Company to increase their awareness of their role in the implementation of the policy; and training and guidance in appropriate techniques will be provided for staff involved in recruitment and selection.
- 8.3 Equality and Diversity information will be included in the Company's induction and management training courses.
- 8.4 Where possible and practicable, advantage will be taken of the provisions of the Acts for positive action.
- 8.5 Equality and Diversity training will be provided to all Employees on a regular basis.

9. Grievances

- 9.1 All Employees have the right to seek redress for their grievances and the Company will ensure that this right is made known.
- 9.2 The Company will treat seriously all complaints of Discrimination and/or Harassment and will treat fairly all Employees who are involved in such complaints. The Company will take steps to ensure that all Employees who in good faith complain of Discrimination or Harassment or assist in the investigation of such a complaint are not victimised for doing so.
- 9.3 The Company will not tolerate unwarranted allegations of Discrimination or Harassment made in bad faith and/or with malicious intent. Any Employee, who is found to have made such allegations will be subject to disciplinary action and, depending on the severity of the incident, may be dismissed summarily for gross misconduct.

10. Cultural and Religious Needs

- 10.1 The Company will endeavour to take measures to ensure that existing policies and procedures are modified to accommodate any particular cultural and religious needs of Employees which may conflict with existing work requirements, wherever such measures are compatible with the safe running of the Company and its services. Such arrangements will be organised locally by the relevant Manager.

11. Learning Materials

- 11.1 The Company will aim to ensure that all teaching and learning materials and delivery methods adopted broadly reflect the communities in which we operate and are free from discriminatory assumptions.
- 11.2 The Company will aim to ensure that all marketing and publicity materials and advertising reflects equality of access and opportunity.

12. Monitoring

- 12.1 The Company will create and maintain records in order to monitor the progress of this policy, this will involve;
- 12.2 The collection and classification of information regarding the protected characteristics of all current Employees and the success rate of applicants over a period of time.
- 12.3 The Company will examine the distribution of employees and the success rates of applicants over a period of time.
- 12.4 The results of such monitoring will be used to assess the effectiveness of the implementation of the Policy. If necessary, adjustments will be made to the Policy to ensure that equal opportunities are afforded to all applicants and Employees.
- 12.5 If evidence is provided by Employees or others which suggests that the policy is ineffective this will be investigated and appropriate action taken.
- 12.6 Equality monitoring and review will form an integral part of the business planning and communication process.

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12.7 The company will through awareness raising, contractual obligation and ongoing promotion and monitoring endeavour to ensure that all clients, employers and subcontractors comply with all relevant legislation and actively commit to equality within their organisations.

13. Review of Policy

13.1 The policy will be subject to regular review by the Company, annually as a minimum or whenever changing legislation and/or internal evaluative findings determine a review.

14. Documentation

GP-100-OP-03 Health and Safety in Employment Locations
GP-100-OP-07 Recruitment Induction and Initial Assessment
GP-100-OP-14 Assess to Assessment
GP-100-OP-22 Management of Operational Staffing