One Facility Ltd

Policies and Procedures

Equal Opportunities and Diversity Policy

Policy Statement

One Facility believes in optimising the differences and diversity of our workforce. Our aim is that our workforce should have a broad range of characteristics reflecting our diverse customer base and the communities where we operate. We believe this approach helps to reflect society as a whole, brings wide-ranging experience and insight to our work and enhances our customer service and business ethos.

Every employee is entitled to a working environment that promotes dignity, equality and respect for all. One Facility will not tolerate any acts of unlawful or unfair discrimination (including harassment) committed against an employee, sub-contractor, job applicant or visitor because of a protected characteristic:

- Age
- Sex
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including ethnic origin, colour, nationality and national origin)
- Sexual orientation
- Religion and or belief

We assure all applicants to our company that we treat everyone equally, from the initial recruitment process and throughout their working life.

Our policy and procedures take full account of defined protected characteristics and the principle of non-discrimination and equality of opportunity applies equally to the treatment of visitors, clients, customers and suppliers. Our aim is to establish an inclusive and supportive work environment where everyone is free from any form of discrimination, harassment, bullying and victimisation

One Facility's approach to Equal Opportunities and Diversity is based on the prevailing legislation, including the Equality Act 2010 and the 2018 GDPR regulations, with our recruitment and performance appraisal procedures fully documented as part of our ISO 9001 accredited Quality Management System.

This policy is reviewed at least annually to assess accuracy and currency in line with legislative and industry amendments.

Simon O'Shea

Director, One Facility Limited

Principles underlying our Policy

- We work within the spirit and the practice of the Equality Act 2010, promoting a culture of respect and dignity and actively challenging discrimination, should it ever arise.
- Our aim is that the One Facility workforce will be representative of all sections of society and that every employee feels respected and able to give of their best.
- One Facility is committed to the equal treatment of all staff regardless of their age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or nation origins), religion or belief, sex, sexual orientation, or the fact that they are a part-time worker or a fixed-term employee.
- We operate our equal opportunity policy in the recruitment, selection and promotion of staff at all levels. Appointments will be offered based purely on relevant abilities and merit.
- All members of staff, regardless of rank or position within the company structure are responsible for applying the One Facility Equal Opportunity ethos.
- One Facility staff will not discriminate directly or indirectly, or harass or victimise colleagues or clients because of any protected characteristic. However, if a member of staff acts in any such way it will be considered as a breach of this policy and the Company will consider formal disciplinary action.
- All employees will be given the opportunity to contribute and progress within the company structure to the maximum of their abilities. Wherever possible the Company will endeavour to promote staff from those already employed within the Company. Staff Personal Development Reviews (PDRs) will be used to highlight career paths and training requirements.
- Information on applicants and employees will be retained in line with the provisions of the Data Protection Act and the 2018 GDPR regulations, for the purpose of monitoring and promoting equality in employment

Scope

The rights and obligations set out in this policy apply equally to all employees, whether part-time or full-time or on fixed-term contract. Employees have personal responsibility for the application of this policy. As part of employee induction, we ask new employees to read and familiarise themselves with this policy and to ensure that this policy is properly observed and fully complied with.

This policy is also of particular relevance to directors, line managers and other employees concerned with recruitment, training and promotion procedures and employment decisions that affect others.

This policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to employees' work (such as at meetings, social events and social interactions with colleagues) or which may impact on our company's reputation; for example, expressing views on social media that could be linked to or taken to represent our company.

Relevant legislation - compliance commitments

- We comply with all current UK and European legislation and applicable Codes of Practice
- We comply with the Equality Act 2010, Data Protection Act 2018 and GDPR regulations in respect of data confidentiality and we keep all staff records secure.
- Information for diversity monitoring will be anonymised.

The Equality Act 2010 sets out the personal characteristics that are protected by the law and the behaviour that is unlawful. Simplifying legislation and harmonising protection for all of the characteristics covered is designed to help Britain become a fairer society, improve public services, and help business perform well.

The Equality Act 2010

The Equality Act 2010 defines the following for Great Britain (England, Wales and Scotland):

- **Protected Characteristics** – including the previous six strands of equality ie Age, Disability, Race, Religion and Belief, Sex, Sexual Orientation and three additions; Gender Reassignment, Marriage and Civil Partnerships, Pregnancy and Maternity.
- **Positive Action** – The act allows employers to take positive action if they think employees or job applicants who share a protected characteristic suffer a disadvantage connected to that characteristic, or if their participation in an activity is disproportionately low.
- **Direct Discrimination** – Someone is treated less favourably than another person because of a protected characteristic.
- **Discrimination by association** – Direct discrimination against someone because they associate with another person who possesses a protected characteristic.
- **Discrimination by perception** – Direct discrimination by perception because the others think they possess a particular protected characteristic.
- **Indirect Discrimination** – can occur when you have rule or policy that applies to everyone but disadvantages a particular protected characteristic.
- **Harassment** – Employees can now complain of “unwanted” behaviour they find offensive even if it is not directed at them.
- **Harassment by a third party** – Employers are potentially liable for harassment of their staff by people they don’t employ.
- **Victimisation** – Someone is treated badly because they have made, tend to make or have supported a complaint or grievance under the Act.

Responsibilities

We all take responsibility for our own behaviour and for maintaining an environment in which prejudice is eliminated and where everyone is treated fairly, with respect and dignity. Inclusion for us is about all employees or customers, taking action to remove barriers to participation, creating a safe, welcoming and supportive environment and promoting equality.

Our Directors and management team are responsible for maintaining this Policy and promoting equal opportunity in employment through clear communication, detailed understanding and good practice – and leading by example.

One Facility managers are responsible for raising awareness, communicating, monitoring and implementing the Policy. All managers who are involved, directly or indirectly, in the recruitment, selection, assignment and performance assessment of employees are responsible for ensuring that all activity is fair and non-discriminatory and meets the legislative requirements of the Equality Act 2010 as summarised above.

As part of our supplier selection and recruitment procedures, we expect our suppliers and sub-contractors to have Equality and Diversity Policies similar to and complementing our own.

Our HR Manager is responsible for ensuring the Policy is reviewed annually and is kept up to date and in line with any legislative or industry changes. Any amendments to the Policy will be reviewed with the Directors and notified to all employees.

Similarly, every employee has a duty of care towards other employees, to our clients and the specialist suppliers and sub-contractors we work with. Every employee also has a responsibility to promote our aims and the provisions of this Policy.

Raising a concern under this Policy

Throughout this Policy our commitments to equality and fairness in the workplace are emphasised, together with our focus on supporting diversity and inclusion.

If any employee does, however, feel that they have not received fair treatment in any aspect of the employment relationship, they may raise their concern through our Grievance Procedure. This is made available to all employees. The Grievance Procedure can also be used to raise a concern and provide a safeguard in cases of alleged discrimination, bullying, victimisation or harassment.

All employees, workers and customers will be protected against victimisation if they raise a grievance or assist with any investigation of a grievance.

Discrimination, bullying or harassment of any form will not be tolerated:

- Harassment is defined as “unreciprocated” and “unwanted” comments or actions that are found objectionable and could threaten an employee’s job security or a customer’s status.
- Bullying is defined as persistent behaviour which is intimidating or malicious, or an abuse or misuse of power which undermines, humiliates or injures the person on the receiving end.
- Discrimination means treating an individual or a group less favourably than others, whether intentionally or unintentionally

Our Diversity Goals

One Facility is committed to developing and maintaining a supportive and inclusive working environment where each individual can develop to their full potential with confidence, regardless of their background or personal circumstances and knowing the value we place on diversity.

Our goals for equal opportunity and diversity can be summarised as follows:

- Recruit, support and develop talented individuals at all stages of their careers
- Attract and retain a diverse workforce
- Provide full and equal access for all people in every aspect of our business
- Provide procedures that are free of discrimination and inequality in our customer services and supply chain management
- Fulfil our legal obligations by maintaining processes and procedures that seek to ensure equality of opportunity, eradicate discrimination and promote fairness across our operations good employee relations.
- Make sure that equality and fairness are part of our everyday working practice by raising awareness and, where appropriate, training employees to carry out this policy.
- Seek complementary processes and values in our suppliers and sub-contractors
- Consider the needs of all communities in our service delivery and communications
- Monitor and review our performance in line with our quality commitments to continuous improvement.

Review and update

This policy is reviewed at least annually and is maintained by our HR Manager who also ensures compliance and will provide advice and guidance to all management and employees on the policy implementation.

We will also regularly review all associated procedures, training and awareness programmes to ensure that they remain current and appropriate to our needs.