

Equal opportunity and discrimination policy

NB: These policy templates are provided as general examples for informational purposes only. We're not lawyers, and nothing in these documents should be taken as legal advice. The templates were created in 2025 and may not reflect future legal changes. Employment laws vary by country, state, and even city, so always check current regulations and consult professional legal or HR advisors before implementing any policies in your organization.

About this policy

This policy sets out our approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment. It covers all team members.

Our COO is responsible for this policy, and any questions or concerns should be directed to them. Remember, we're in this together, embracing diversity and promoting equality for all. The COO is responsible for this policy and any necessary training on equal opportunities. If you have any questions about the content or application of this policy you should contact the COO.

Discrimination

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace, when dealing with customers, suppliers or other work-related contacts and on work-related trips or events including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

- **Direct discrimination:** treating someone less favourably because of their gender, sexual orientation, pregnancy or maternity, marital or civil partner status, gender

reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

- **Indirect discrimination** occurs where an individual is subject to an unjustified provision, criterion or practice which puts them at a particular disadvantage because of, for instance, their sex or race.
- **Harassment**: this includes sexual harassment and other unwanted conduct related to one or more of the nine grounds of discrimination, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
- **Victimisation**: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- **Disability discrimination**: this 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.

How to report a concern

We will be taking any report of discrimination seriously. All issues will be dealt under our grievance process in full confidentiality from the People team.

Please note: the first step can be an informal conversation to just discuss your worries with the People team before being escalated.

To find out more, [[read our anti-harassment and bullying policy](#)].

Recruitment and selection

Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible. Our recruitment

procedures will be reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities

Vacancies generally will be advertised to a diverse section of the labour market and advertisements avoid stereotyping or using wording that may discourage particular groups from applying.

Job applicants should not be asked questions which might suggest an intention to discriminate on the grounds of gender, sexual orientation, pregnancy or maternity, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. For example, applicants should not be asked whether they are pregnant or planning to have children.

Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

We are required by law to ensure that all employees are entitled to work in [insert country]. 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. The list of acceptable documents is available from UK Visas and Immigration.

Termination of employment

We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly 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.

Disabilities

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 your line manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. They may wish to consult with you and your medical advisor about possible adjustments. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.

Part-time and fixed-term work

Part-time and fixed-term staff will 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.

Breaches of this policy

We take a strict approach to breaches of this policy. Breaches will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have suffered discrimination you should raise the matter with us and we will deal with the matter under the appropriate policy. Complaints will be treated in confidence and investigated as appropriate. There must be no victimisation or retaliation against team members who complain about discrimination. However, making a false

allegation deliberately and in bad faith will be treated as misconduct and will be dealt with under our Disciplinary Procedure.