

Equal Opportunities and Diversity Policy

HR-POL-008-02

1. Purpose

Statom Group is committed to promoting equal opportunities and diversity in the workplace. This policy aims to ensure that all individuals, regardless of their background or personal characteristics, are treated fairly and without discrimination. We strive to eliminate unlawful discrimination and create an inclusive environment where all staff are valued and respected.

2. Scope

This policy covers all individuals working at all levels and grades, including workers, directors, employees, subcontractors, contractors, trainees, interns, home workers, part-time and fixed-term employees, casual workers and agency staff (collectively referred to as “staff” or “personnel”).

It applies to all aspects of employment, including recruitment, pay, benefits, promotions, training, disciplinary actions, and termination of employment. It also applies to our interactions with job applicants, customers, suppliers, and business partners.

3. Our commitment

- Providing equal opportunities to all staff.
- Eliminating unlawful discrimination in all aspects of employment.
- Encouraging diversity and inclusivity in our workforce.
- Always promoting non-discriminatory behaviour.

Unlawful acts of discrimination, harassment, or victimisation will not be tolerated. Anyone found engaging in such behaviour will face disciplinary action, which could result in dismissal without notice for gross misconduct. Every employee has a responsibility to report unlawful discrimination to management.

4. Legal Framework

This policy is governed by the UK Equality Act 2010, which protects individuals from discrimination based on the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity

- Race (including colour, nationality, and ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

Additionally, no employee, job applicant, or worker will be treated less favourably on the grounds of part-time status or trade union activities.

5. Types of Unlawful Discrimination:

- **Direct Discrimination:** Treating someone less favourably due to a protected characteristic.
- **Indirect Discrimination:** Applying a policy or practice that disproportionately disadvantages people with a protected characteristic.
- **Harassment:** Unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating or offensive environment.
- **Associative Discrimination:** Direct discrimination because of someone's association with a person who has a protected characteristic.
- **Perceptive Discrimination:** Direct discrimination based on the perception that someone has a protected characteristic, even if they do not.
- **Victimisation:** Treating someone unfairly because they have supported or raised a complaint under the Equality Act 2010.

6. Recruitment and Selection

Our objective is to recruit individuals based on their qualifications, experience and ability to perform the job.

The following principles apply:

- Job advertisements will avoid unfair restrictions and will be based on objective criteria.
- Person specifications and job descriptions will state only necessary requirements.
- Reasonable adjustments will be made for disabled applicants.
- Selection procedures will be reviewed to ensure decisions are based on merit and not on discrimination.
- All applicants must provide valid documentation proving their right to work in the UK.

7. Staff Training and Promotion

We are committed to:

- Providing equal opportunities for training and promotion.
- Ensuring all personnel are encouraged to progress within the company based on merit.

- Delivering training on equality, diversity, and anti-discrimination as part of the induction process for all new employees.
- Offering additional training to managers on recruitment, selection, promotion, discipline and dismissal to ensure compliance with this policy.

8. Discipline and Dismissal

We aim to ensure that no discrimination occurs in disciplinary or redundancy procedures. These processes will be monitored and regularly reviewed to guarantee fairness. Serious acts of discrimination or harassment may result in dismissal for gross misconduct and may also be treated as criminal offences.

9. Reasonable Adjustments

We are committed to supporting staff with disabilities by making reasonable adjustments to the workplace or working practices. Employees are encouraged to inform their manager if they require adjustments, so we can accommodate their needs under the Equality Act.

10. Diversity and Inclusion

Statom Group values and encourages diversity in all areas. Our commitment to diversity includes:

- Fostering a culture of inclusion and respect for all.
- Celebrating and leveraging individual differences.
- Actively promoting diversity in recruitment and career advancement, particularly in leadership roles.

11. Monitoring Diversity

We will monitor the diversity of our workforce by collecting data on protected characteristics. This data will help us assess the effectiveness of our policies and practices. Monitoring may involve:

- Gathering and classifying information on race, gender, disability, age, etc.
- Reviewing the distribution of employees and success rates in recruitment and promotion.
- Analysing recruitment, training, and promotion decisions to identify any patterns of discrimination.

The results of these assessments will be reviewed regularly to ensure the policy's objectives are being met, and adjustments will be made where necessary.

12. Reporting and Complaints

Employees who feel they have been treated unfairly or have experienced discrimination are encouraged to report their concerns to their line manager or HR. Complaints will be thoroughly investigated and handled confidentially. Employees will not face retaliation for raising concerns in good faith, even if the complaint is not upheld. However, malicious, or false complaints may lead to disciplinary action.

13. Communication

Our commitment to equal opportunities and diversity will be communicated to all employees, job applicants, contractors, suppliers, and business partners.

SIGNED:



Martina Oyite
Human Resources Director
Statom Group Limited
REVIEW: Annual
DATE: 01/06/2025
NEXT REVIEW: 01/06/2026

SIGNED:



Paul Whelan
Managing Director
Statom Group Limited
REVIEW: Annual
DATE: 01/06/2025
NEXT REVIEW: 01/06/2026