

# Cryoblast UK

## Equality Opportunities Policy

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### 1. Policy Statement

The Company believes that its business objectives can only be achieved if we make full use of the talents and resources of all our employees. By maximising the potential of all our people we will we develop a consistent standard of quality delivery and a reputation with our customers of being a professional and successful organisation.

In order to develop an individual's potential we need to recognise and value the broad range of visible and non-visible differences that characterise people and capitalise on these differences in working towards our goals. Some of these differences include gender, age, race or ethnic origin, religion or belief, sexual orientation, disability, pregnancy and maternity, gender reassignment, physical appearance, family status and work-style. By understanding, respecting and using these differences we can meet individual needs, improve teamwork and problem solving and so improve our success as a business.

The Company will seek to eliminate unfair discrimination and is committed to the fair treatment of all individuals irrespective of individual differences such as age, disability, ethnic origin, gender, gender reassignment, marriage, religion and belief, sexual orientation, pregnancy or maternity. The Company will also seek to eliminate discrimination or harassment where the treatment is based on a perception that individuals possess one of the above characteristics or that the individual associates with other people who possess these characteristics.

The Company will also seek to eliminate discrimination which may be related to the close associations that employees have with someone who shares any one of these characteristics.

Our aim is to create a working environment in which all employees are treated with dignity and respect. We will seek to eliminate any harassment or behaviour which contravenes these principles of encouraging diversity and equality of opportunity.

The Dignity at Work procedure clarifies acceptable standards of behaviour and provides a procedure for dealing with inappropriate behaviour and harassment.

Our vision of equality of opportunity and a diverse organisation will be achieved by:

Developing appropriate personnel policies, procedures and practices

Providing fair and reasonable disciplinary, grievance and dignity at work procedures that support standards of behaviour and conduct and enable prompt and effective resolution

Ensuring that employees are effectively inducted into the company and are made aware of policies and procedures and standards of behaviour

Ensuring that decisions affecting individuals such as training and development, career progression and reward management are made on the basis of employees' abilities, skills, potential and other job relevant competencies

Applying valid, reliable and fair recruitment and selection methods for both external and internal vacancies and career opportunities

Ensuring that no employee or job applicant receives less favourable treatment on grounds which are not related to the job e.g. gender, race, age, disability, sexual orientation, religion or belief.

Supporting flexible working policies and a reasonable balance between work and family responsibilities

Creatively considering how reasonable adjustments can be made to enable disabled employees and applicants to enable them to fulfil role requirements

Enabling all employees to achieve their potential and make their maximum contribution towards business goals by providing them with relevant training and development opportunities

Building a positive and co-operative climate built on trust, respect and openness

Creating an environment where threatening, offensive or intimidating behaviour is actively discouraged and seen as unacceptable

## **2. Responsibilities**

### **2.1 All Employees**

This policy applies to all employees. All employees have a responsibility to promote Equal Opportunity through appropriate action and behaviour. Failure to act within the principles and standards of this Policy will be taken seriously and may result in disciplinary action or dismissal.

It is the responsibility of all employees to make the Company aware of any breaches of this policy and where possible to provide direct feedback to colleagues whose behaviour or actions conflict with the principles of this policy. If you believe you have not been treated equitably in accordance with this Policy you should raise the matter with your manager or refer to the company's Grievance Procedure

The Dignity at Work policy provides procedures to assist individuals with dealing with inappropriate behaviour and harassment.

## **2.2 Managers**

Management is responsible for ensuring policy implementation including monitoring and identifying and addressing any deviations from the Policy that may occur.

Managers are expected to demonstrate good practice and act as role models in their own behaviour and attitudes relating to Equality of Opportunity.

Where we work in partnership with other organisations managers will be expected to encourage our partners to share our principles in relation to equality of opportunity, fair treatment and the promotion of diversity.

## **3. General Principles**

### **3.1 Recruitment and Selection**

The Company commits to using fair and objective recruitment processes for both external and internal appointments and career progression opportunities.

The selection process will be based on a job description which describes the experience, knowledge and skills that are needed for the safe and effective performance of the job. Selection decisions will be made on the basis of employees' abilities, skills, potential and other job relevant competencies

No employee or job applicant will receive less favourable treatment on grounds which are not related to the job e.g. gender, race, age, disability, sexual orientation or religion or belief, gender reassignment.

Reasonable adjustments and relevant facilities will be provided during the selection process for disabled applicants to ensure that they are able to be considered on their merit in relation to the skills required for the role. The Company will also consider positively how reasonable adjustments can be made to the job role or the environment to enable disabled employees and applicants to fulfil the job requirements and perform effectively.

### **3.2 Pay and Benefits**

The Company is committed to the concept of equal pay for equal work and will monitor its compensation processes to ensure that unfair discrimination does not occur.

Decisions regarding pay and benefits will be made in relation to an individual's job role and performance, skills and experience.

### **3.3 Training and Development**

The Company commits to supporting all employees to achieve their potential and make their maximum contribution towards business goals by providing them with relevant training and development opportunities.

### **3.4 Dignity at Work**

Our aim is to create a working environment in which all employees are treated with dignity and respect. We will seek to eliminate any harassment or behaviour which contravenes these principles of encouraging diversity and equality of opportunity.

The Dignity at Work Policy outlines in more detail the expected standards of behaviour and the procedure to be followed in relation to complaints of bullying and harassment.

### **3.5 Monitoring**

Both employees and job applicants may be requested to provide certain reasonable personal data in order to ensure that our policies and employment practices are applied equitably throughout the company. Such information will be collected when you apply, when you become an employee and from time to time, as requested.

Any such information collected will be treated confidentially and will only be used for the purpose of monitoring whether our practices meet the aims stated in this Policy

## **4. Relevant Legislation**

This policy demonstrates our commitment to comply the Equality Act 2010 and with other related employment legislation.