

INCLUSION AND DIVERSITY

2021

C&R

CAPITAL &
REGIONAL

INCLUSION AND DIVERSITY EQUALITY AND EQUAL OPPORTUNITIES

The Company is committed to the principle of equality and equal opportunities in employment. The Company is opposed to any form of less favourable treatment or financial reward through direct or indirect discrimination, harassment, victimisation to employees or job applicants on the grounds of age, race, religion or belief, marriage or civil partnership, pregnancy or maternity, sex, sexual orientation, gender reassignment or disability.

The Company recognises its obligations under the Equality Act 2010 and The Codes of Practice published by the Equality and Human Rights Commission and the European Commission for the elimination of discrimination on the grounds of:

- Age
- Disability
- Gender reassignment
- Race
- Religion or belief
- Sex
- Sexual orientation
- Marriage and civil partnership
- Marriage and pregnancy

and for the elimination of discrimination in pay between men and women who do the same work, or work of a similar nature or work of equal value.

EMPLOYMENT PRACTICES

You have a personal responsibility to adhere to the principles of equality and equal opportunity and maintaining racial harmony. The Company will actively promote equal opportunities in the business to ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential skills and abilities. Employees will be recruited and selected, promoted and trained on the basis of objective criteria. Sexual, racial and other forms of harassment will not be tolerated.

The Company will treat unfair discriminatory conduct by any member of staff as a disciplinary offence.

The Company aims to provide a working environment that respects the rights of each employee and where colleagues treat each other with respect. Any behaviour that undermines this aim is unacceptable. The Company does not tolerate any form of harassment and bullying under any circumstances. All employees have a responsibility to ensure that it does not occur.

HARASSMENT

Harassment is unwanted conduct that intentionally or unintentionally violates a colleague's dignity, or creates an intimidating, hostile, degrading, humiliating or offensive working environment for them. Harassment will also occur where a colleague is treated less favourably because he or she has rejected or refused to submit to sex-based harassment, sexual harassment or gender reassignment harassment. Where it cannot be established that there was an intention to offend, conduct will only be regarded as violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment if, taking all the circumstances into account it would be reasonable to come to that conclusion.

Harassment is normally characterised by more than one incident of unacceptable behaviour, particularly if it reoccurs, once it has been made clear by the victim that they consider it offensive. One incident may constitute harassment, however, if it is sufficiently serious.

Harassment on any grounds, including the above, will not be tolerated.

Employees must recognise that what is acceptable to one employee may not be acceptable to another.

BULLYING

Bullying is a gradual wearing down process comprising a sustained form of psychological and/or physical abuse that makes victims feel demeaned and inadequate.

Bullying is defined as offensive, intimidating, malicious or insulting behaviour, or an abuse or misuse of power, which has the purpose, or effect of intimidating, belittling and humiliating the recipient, leading to loss of self-esteem for the victim and ultimately self-questioning his or her worth in the workplace and society as a whole. Workplace bullying can range from extreme forms such as violence and intimidation to less obvious actions, like deliberately ignoring someone at work.

Any harassment or bullying will be classed as gross misconduct, for which employees may be summarily dismissed.

The Company recognises the sensitive nature of harassment and bullying. Employees who believe they are being harassed or bullied may wish to discuss their situation before deciding what action to take. The Company operates an open door policy to discuss workplace problems and employees can discuss the matter with your manager or HR on an informal basis.

Employees can choose to solve the matter themselves by approaching the harasser/ bully, telling him or her that their behaviour is unwelcome and that it must stop or their line manager or HR may resolve the problem informally but. Otherwise, a formal complaint can be made using the procedure outlined below. Where informal solutions fail, or serious harassment/bullying occurs, employees can bring a formal complaint in the form of a grievance, with the procedure adapted to take account of the sensitivities of such situations, please see the Company's grievance policy.

Each step and action under the formal complaints procedure will be taken without unreasonable delay. Where a complaint is blatantly untrue and has been brought out of spite, or for some other unacceptable motive, the complainant will be subject to the Company's disciplinary procedure, as will any witnesses who have deliberately misled the Company during its investigations.