

1.1.1 EQUAL OPPORTUNITIES POLICY

1.1.1.1 Scope

The scope of this policy extends to all Personnel employed by Edocuments and or any sub contractor engaged to represent Edocuments.

This policy is intended to meet the requirements of the positive equality duties in relation to the Equalities Act 2010

1.1.1.2 Policy Statement

It is the company's policy to treat job applicants and employees in the same way, regardless of their sex, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age or perceived age, race, colour, nationality, national origins, ethnic origin or disability. Furthermore, the company will monitor the composition of the workforce and introduce positive action if it appears that this policy is not fully effective.

Through this policy and procedure and the training and development of managers and staff, the company will do all it can to promote good practice in this area in order to reduce the likelihood of discrimination or harassment occurring.

Procedure

1. The company is an equal opportunity employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees. Every manager and employee has personal responsibility for the implementation of the policy. Any instance of doubt about the application of the policy, or other questions, should be addressed to Management, as should any requests for special training.
2. The company will not discriminate on grounds of sex, trans-gender sex, sexual orientation, religion or belief, marital status, civil partnership status, race, ethnic origin, colour, nationality, national origins, disability, age or perceived age.
3. The policy applies to the advertisement of jobs, recruitment and appointment to them, training, conditions of work, pay and to every other aspect of employment. The policy also applies equally to the treatment of our customers/clients.
4. Employees should note that the imposition of a condition or requirement which has an adverse impact on someone, because his or her sex, race, age or marital status is more likely to be affected by it, will also be unlawful unless it can be justified on grounds of business need.
5. Employees who are disabled or become disabled in the course of their employment should inform and may also wish to advise the company of any "reasonable adjustments" to their employment or working conditions which they consider to be necessary or which they consider would assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable such adjustments will be made. There may

however be circumstances where it will not be reasonable or reasonably practicable for the company to accommodate those proposals and where less favourable treatment may be justified in accordance with the statutory provisions.

6. Any employee may use the grievance procedure to complain about discriminatory conduct. If the matter relates to sexual, racial or ageist harassment or harassment on the basis of disability then the grievance may be raised directly with Management. The company is concerned to ensure that employees feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.
7. Where increased pay and/or enhanced benefits are offered to employees on the basis of length of service, these are intended to reward loyalty, maintain motivation and reflect higher levels of relevant experience.
8. All employees and job applicants will be asked to complete a form denoting their sex, race, ethnic origin, age and disabilities that they have. The company guarantees that the information provided on this form will be used solely for the purpose of monitoring the effectiveness of its equal opportunities policy.

Discipline

1. Harassment on the grounds of sex, trans-gender status, sexual orientation, race, colour, nationality, ethnic or national origins, religion or belief, marital status, disability, age or perceived age, or on any other grounds is unacceptable. Any employee who harasses any other employee or any of these grounds will be subject to the company's disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and, as such, will result in summary dismissal in the absence of mitigating circumstances.

1.1.1.3 Policy Maintenance

Supporting standards, guidelines and procedures will be issued on an on-going basis by Edocuments. Users will be informed of any subsequent changes or updated versions of such standards, guidelines and procedures by way of e-mail or other relevant means of communication. Users shall then have the obligation to read the current information systems policies from the Springboard System or other relevant communication media on an on-going basis and accept the terms and conditions contained therein.

Further guidance can be found : <https://www.gov.uk/guidance/equality-act-2010-guidance>
<https://www.equalityhumanrights.com/en/advice-and-guidance/guidance-employers>

1.1.1.4 Deviations from Policy

Deviation from this policy is strictly prohibited. Any deviation to or non-compliance with this policy shall be reported to a Director.