



Equal Opportunities and Diversity Policy

Policy statement

The Company undertakes that it will provide equal opportunities to all employees, or potential employees, contractors, potential contractors, clients and potential clients, irrespective of their; sex, race, marital status, nationality or ethnic origin, disability, sexual orientation, gender identity, age or religion.

The Company opposes all forms of unlawful, unfair, direct and indirect discrimination or any discrimination by association or perception. HOPS aims to be an inclusive organisation, where diversity is actively valued and respected.

General

This policy takes into account the provisions of the Equality Act 2010 (EQA 2010), the Rehabilitation of Offenders Act 1974 and the Protection from Harassment Act 1997.

All employees, whether part time or full time, fixed-term or temporary, will be treated fairly and equally. We consider diversity to mean celebrating differences and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions, which is beneficial not only for the individual but for HOPS too. We acknowledge that equality and diversity are not inter-changeable, but inter-dependent. There can be no equality of opportunity if difference is not valued and harnessed.

This policy applies:

- Inside the workplace, and
- Outside the workplace in a work-related context, such as business trips or work-related social events.

HOPS Labour Solutions Limited will take all reasonable steps to ensure that selection for employment, promotion, training or any other benefit will be solely on the basis of aptitude and ability, having, where appropriate, considered any reasonable adjustments. HOPS Labour Solutions Limited will also take all reasonable steps to ensure a working environment in which all employees are treated with respect and dignity. Discrimination and harassment will not be tolerated and will be dealt with under the Disciplinary Procedure.

It is the responsibility of every employee, irrespective of role or seniority, to abide by, and take personal responsibility for the implementation of this policy. This includes:

- employees having a duty to draw to the attention of their line manager any suspected incidents of this policy being breached which may be or become known to the employee; and
- employees ensuring that they do not retaliate, or otherwise victimise any colleagues who have made allegations or complaints relating to a breach, or potential breach of this policy.

Any employee who fails to provide equal opportunity to any other employee or potential employee, contractor or potential contractor, client or potential client, on any of the grounds detailed above will be subject to the Company's disciplinary procedure.

In serious cases, such behaviour may be deemed to constitute gross misconduct and, as such, may result in summary dismissal. Employees should bear in mind that they can be held personally liable for any act of unlawful discrimination. Employees who commit serious acts may also be guilty of a criminal offence.

Monitoring and Reviewing

Compliance with this policy will be monitored regularly and the policy itself will be reviewed regularly and amended if necessary.

To ensure continuing awareness of this policy, the following steps will be taken:

- The policy will be copied to all employees prior to commencement of employment
- The induction programme will include training on the policy and how it should be implemented.

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