

## 1. APPLICATION:

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All Designer Group employees and applicants for employment.

## 2. 2. POLICY:

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The Company is an equal opportunity employer. This means that we are committed to ensuring within the framework of the law that our workplace is free from unlawful discrimination on the grounds of gender, marital status, family status, sexual orientation, religion, age, disability, race, membership of the travelling community, disability, part-time status, trade union activities or any other unlawful criteria.

We aim to ensure staff achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. We have adopted this policy as a means of helping to achieve these aims.

The Company values diversity and encourages fairness and justice. It is important that staff receive equal opportunities to work, learn and live free from discrimination and victimisation. The Company will work towards the elimination of unfair discrimination where such exists, redress imbalances, and continue to foster a genuine culture of equality.

Breaches of this Policy will be taken very seriously by the Company as a disciplinary matter.

## 3. 3. EXPLANATION:

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It is recognised that responsibility for ensuring the provisions of equality of opportunity rests primarily with the Company as an employer. Managers and Supervisors are responsible for implementing this Policy and for applying it during their day to day management.

All employees have a responsibility not to unlawfully discriminate against all other staff working for and with the company, whether or not they are employees of the Company. Employees must report any behaviour which could amount to unlawful discrimination of which they become aware.

Employees with a disability should raise with the Human Resources Department if they consider that any adjustments need to be made to accommodate their condition in the work environment.

## 4. DEFINITIONS:

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*Non Pay Discrimination* – Discrimination is prohibited on any of the grounds listed above in relation to access to employment, conditions of employment, training for, or in relation to, employment, promotion, or re-grading/re-classification of posts. Conditions of employment are taken to include overtime, shift work, transfers, layoffs, redundancies, dismissals and disciplinary measures.

*Pay Discrimination* – There is an entitlement to equal pay for employees employed to do “like work” by the same or associated employer. An employer cannot discriminate between employees for remuneration purposes on the basis of gender, marital status, family status, sexual orientation, religion, age, disability, race, membership of the travelling community, disability, part-time status, or trade union activities.

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*Direct Discrimination* – Discrimination is taken to occur where one person is treated less favourably or is put at a disadvantage on discriminatory grounds in relation to his or her employment. Direct discrimination may occur even when unintentional.

*Indirect Discrimination* – Occurs where the individual's employment is subject to an unjustified condition, criterion or practice which affects all staff, but has a disproportionate effect on one group of staff.

*Victimisation* – Occurs where an individual is treated less favourably than colleagues because he/she has taken action to assert their statutory rights or assisted a colleague in doing so.

*Harassment* – Is any act or conduct (including requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material) that is unwanted by the recipient, related to any of the discriminatory grounds, and being conduct which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

*Disability* – Discrimination may occur where an individual is disadvantaged in employment/recruitment for a reason connected with his/her disability. It also occurs when there is a failure to make reasonable adjustments to accommodate a disability in the workplace.

## 5. 5. PROCEDURE

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(i) Recruitment and Selection

All recruitment and selection will be on the basis of merit alone with no unlawful discrimination.

(ii) Employment Conditions, Facilities & Services

Terms and conditions of employment, facilities and services will be offered to employees fairly and, where appropriate, differentials will be on the basis of merit. No discriminatory factors will unlawfully be taken into account.

Part-time employees will not be subject to unlawful discrimination in the terms and conditions of employment which they are offered.

The Human Resources Department will consider whether any adjustments should be made to the terms and conditions of employment of employees with a disability to accommodate their condition.

(iii) Training, Transfer & Promotion

Training, transfer and promotion will be offered to employees on the basis of objective criteria, without consideration of factors which would constitute unlawful discrimination.

The Human Resources Department will consider whether any employees with a disability require extra training to accommodate their condition in the work environment.

Employees will be given appropriate training in the implementation of this policy, depending on their role within the Company.

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(iv) Termination of Employment

The Human Resources Department will monitor redundancy criteria and procedures to ensure that they are fair and objective and do not directly or indirectly unlawfully discriminate against employees.

Disciplinary and poor performance procedures will be carried out fairly and uniformly. If appropriate, reasonable adjustments will be made for employees with a disability in implementing these procedures.

(v) Working Environment

All employees working for and with the Company has the right to be treated with dignity and respect. The Company will take all steps it can to ensure this. Employees are expected to help prevent discrimination in the workplace.

(vi) No Victimisation

Employees will not be victimised for raising complaints of unlawful discrimination or for supporting colleagues who do so.

(vii) Monitoring this Procedure

The Human Resources Department will review the effectiveness of this policy from time to time.

## 6. 6. RAISING A COMPLAINT

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If any staff member has a complaint relating to unlawful discrimination, they should raise it through the Company's Grievance Procedure.


If a complaint relates to harassment, the staff member should raise it through the procedure set out in the Company's Dignity and Respect in the Workplace Policy.

For and on behalf of Designer M & E Services UK Limited

**Nick Baish**

Managing Director UK

Signature:



Date

17.04.2020