

## ITPenergised Equal Opportunities and Working Conditions Policy and Statement

ITPenergised is committed to providing all employees and candidates for employment with equal opportunities. We wish to ensure that all employees shall have equality of opportunity for employment and advancement on the basis of their suitability for work – regardless of their race, religion, colour, ethnic or national origin, gender (including gender reassignment), sexual orientation, marital status, age, working hours, type of contract, disability or community background.

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

We wish to ensure that our staff are provided with a working environment which is free from unlawful discrimination. If any member of staff feels they have been discriminated against on any of these grounds, or if any member of staff becomes aware of any discriminatory acts, they are required to refer to their Line Manager or to a Board Director, who is required to carry out a thorough investigation of the case. This is stipulated in the staff handbook, provided to all staff on joining ITPenergised and discussed during staff induction.

The principle of equal opportunities applies to the recruitment process, to all terms and conditions of work, to transfer and dismissal. All employees have equal access to training, re-training, promotion and career development opportunities, subject to business and job requirements.

The Company recognises that all employees should be treated with respect and dignity and that a working environment should be provided which is free from any harassment and bullying.

We recognise our duty to make reasonable adjustments for disabled people or employees who may become disabled.

All staff have a responsibility to respect, act in accordance with and promote this policy. All employees have a personal responsibility not to practice any form of discrimination against applicants for employment or their fellow employees, or to induce it in others.

Further information on direct discrimination, indirect discrimination, victimisation and harassment is provided below.

### Direct Discrimination

A person directly discriminates against an employee where:

- He/she treats them less favourably than he/she treats or would treat another; and
- He/she does so on one of the protected characteristics.

Example of direct discrimination:

- A students' union decides not to interview a Muslim applicant for a job because they assume, on the basis of religion, that he will not be prepared to work in a bar.

### Indirect Discrimination

Indirect discrimination is concerned with acts and decisions which are not intended to treat anyone less favourably, but which in practice have the effect of disadvantaging a group of people with a particular protected characteristic. Where such a policy disadvantages an individual with that characteristic, it will amount to indirect discrimination unless it can be objectively justified.

Example of indirect discrimination:

- An employer who requires staff to commit to working from 8PM to 11PM every evening indirectly discriminates against women, who are more likely to be primary carers of children.

## Victimisation

Victimisation occurs where an individual is treated less favourably than colleagues because he/she has taken action to assert his/her statutory rights or has assisted a colleague with information in that regard.

Example of victimisation:

- A student alleges that they have encountered racism from a tutor, and as a result they are ignored by other staff members.

## Living Wage

ITPenergised is committed to paying our employees in excess of the UK Living Wage based on location.

## Pension

ITPenergised operates an employers group personal pension plan, with a company contribution of 5% which the employee has to match. There is the flexibility for the employee to increase their own contribution within the limits laid down by the inland revenue. The pension scheme will meet the auto enrolment pension requirements from 1<sup>st</sup> July 2017.

## Workplace Harassment

ITPenergised is committed to eliminating workplace harassment and creating a productive environment where employees are treated with dignity and respect. Anybody whose conduct towards another employee is unwanted and has the purpose or effect of creating an intimidating, hostile, degrading, humiliating or offensive environment, could be guilty of harassment.

Example of harassment:

- A member of staff makes comments about another employee's sexuality in a way that makes that employee feel uncomfortable.

We are committed to ensuring that all our staff and applicants for employment are protected from unlawful discrimination in employment. Working patterns will be reviewed to enable us to offer flexible working to staff's carer or childcare responsibilities where possible.

All staff have a right to equality of opportunity and a duty to implement this policy. Breach of the equal opportunities policy is potentially a gross misconduct matter. Anyone who believes that he or she may have been disadvantaged on discriminatory grounds is entitled to raise the matter through the Grievance Procedure.

Any behaviour contrary to this policy and in particular discrimination, victimisation, bullying or harassment on the grounds of discrimination will be considered a serious disciplinary matter and will be dealt with in accordance with the Company's disciplinary rules and procedures.

All allegations of harassment will be dealt with seriously promptly and in confidence. Employees who feel they have been subject to harassment must not hesitate in using this procedure nor fear victimisation. Retaliation against an employee who brings a complaint of harassment is a serious disciplinary offence which may constitute gross misconduct.

If any employee is in doubt as to whether an incident or series of incidents which have occurred constitute harassment or bullying, then they are encouraged in the first instance to approach a Director on an informal basis. He or she will advise as to whether the complaint necessitates further action, in which case the matter will be dealt with formally/informally as appropriate.

In circumstances where it is too difficult or embarrassing for an individual to raise a case of potential harassment on their own behalf, an employee can seek the support of a fellow employee. It is the Company's responsibility to treat any complaint seriously and investigate the matter in a timely and confidential manner. Investigations will pay due respect to the rights of both the complainant and the alleged harasser.

If the investigation reveals that the complaint is valid, the Disciplinary Procedure will be invoked against the alleged harasser.

An employee will also be liable to disciplinary action if he/she intimidates, victimises or discriminates against anyone who complains of harassment, or who is involved in the investigation. This may result in dismissal without notice. Furthermore, any misuse of ITP Energised's facilities (including email and internet) for the purposes of harassment will be considered an act of gross misconduct and dealt with accordingly.



**Jonny Clark**

**Managing Director, ITP Energised**

**Date: February 2023**