

ARINITE EQUALITY, DIVERSITY, AND INCLUSION POLICY

AMP002 - June 2023

Arinite Limited is committed to encouraging equality, diversity, and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee and associate contractor to feel respected and able to give their best.

Arinite is committed against unlawful discrimination of customers or the public.

The Policy's purpose is to:

- Provide equality, fairness, and respect for all in our employment, whether temporary, part-time, or full-time or as associate contractors.
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, and sexual orientation.
- Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms, and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training, or other developmental opportunities.

Arinite commits to:

- Encourage equality, diversity, and inclusion in the workplace as good practice and business sense.
- Create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued. This commitment includes training managers and all other employees/associate contractors about their rights and responsibilities under the Equality, Diversity, and Inclusion Policy. Responsibilities include staff/ associate contractors conducting themselves to help Arinite provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, associates, customers, suppliers and the public.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others during Arinite's work activities. Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.
- Make opportunities for training, development, and progress available to all staff/associate contractors, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of Arinite.

- Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment practices and procedures when necessary to ensure fairness, update them and the Policy to take account of changes in the law.
- Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity, and inclusion, and in meeting the aims and commitments set out in the equality, diversity, and inclusion policy. Monitoring will also include assessing how the Equality, Diversity, and Inclusion Policy, and any supporting action plan, are working in practice, reviewing them annually, and considering taking action to address any issues.

The Equality, Diversity and Inclusion Policy is fully supported by Arinite's senior management.

Arinite have grievance and disciplinary policies and procedures.

Use of the Organisation's grievance and/or disciplinary procedures does not affect an employee's right to take a claim to an Employment Tribunal within three months of the alleged discrimination.

Policy Review

This Policy Statement and all relevant systems documentation will be reviewed by the Managing Director and managers at least annually and after any significant change to knowledge or the scale or nature of Arinite's operations.

Signed:  Date: 29th June 2023

Next Review Due: June 2024

Reviewed by **Michele Jarvis** MSc DipNEBOSH FIIRSM CMIOSH MIIAI AIFSM