

# Equality, diversity and inclusion policy

January 2024

SNI 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 to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

## Purpose

This policy aims to:

1. Promote equality, fairness, and respect for all employees, whether temporary, part-time, or full-time.
2. Comply with the Equality Act 2010 by prohibiting discrimination based on the following protected characteristics:
  - Age
  - Disability
  - Gender reassignment
  - Marriage and civil partnership
  - Pregnancy and maternity
  - Race (including color, nationality, and ethnic or national origin)
  - Religion or belief
  - Sex
  - Sexual orientation
3. Oppose and prevent unlawful discrimination in all aspects of employment, including:
  - Pay and benefits
  - Terms and conditions of employment
  - Grievances and disciplinary matters
  - Dismissal
  - Redundancy
  - Parental leave
  - Flexible working requests
  - Recruitment, promotion, training, and development opportunities

## Our Commitments

The organization is committed to:

1. Encouraging equality, diversity, and inclusion as these practices support our core values and business success.
2. Maintaining a work environment free from bullying, harassment, victimization, and unlawful discrimination, where dignity and respect for all are paramount. This includes:
  - Providing training to all employees on their rights and responsibilities under this policy.
  - Ensuring that individual differences and contributions are recognized and valued.
3. Employees should understand that they, as well as the organization, can be held accountable for acts of bullying, harassment, victimization, or unlawful discrimination in the course of their employment, affecting coworkers, customers, suppliers, and the public.
4. Promptly addressing complaints of bullying, harassment, victimization, and unlawful discrimination by fellow employees, customers, suppliers, visitors, or the public. Such complaints will be managed in accordance with the organization's grievance and/or disciplinary procedures, and serious complaints may lead to disciplinary action up to and including dismissal without notice. Sexual harassment may constitute both an employment rights issue and a criminal offense, such as in cases of sexual assault. Additionally, harassment under the Protection from Harassment Act 1997, which may not involve a protected characteristic, is a criminal offense.
5. Providing equal access to training, development, and career advancement opportunities to help all employees reach their full potential, ensuring that their skills and abilities are effectively utilized.
6. Making employment decisions based solely on merit, except where limited exemptions or exceptions are allowed under the Equality Act.
7. Reviewing employment practices and procedures regularly to maintain fairness, and updating them to reflect any legal changes.
8. Monitoring the composition of our workforce in terms of age, sex, ethnicity, sexual orientation, religion or belief, and disability. This monitoring helps us assess the effectiveness of our equality, diversity, and inclusion practices and enables us to take action when necessary. We will review this policy and any associated action plans annually.

## Policy Support and Agreement

This equality, diversity, and inclusion policy is fully supported by senior management, who are committed to its effective implementation.