

# [COMPANY NAME] Diversity Policy

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[Date] | Private & Confidential



Global Legal Solutions™



## **[COMPANY NAME] – Diversity Policy**

### **1. POLICY PURPOSE**

1.1 The purpose of this policy is to:

1.1.1 promote equality, diversity and a culture that actively values difference;

1.1.2 recognise that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work;

1.1.3 provide equal opportunities throughout employment including in the recruitment, training and development of employees; and

1.1.4 pro-actively tackle and eliminate discrimination.

1.2 This policy applies to:

1.2.1 [COMPANY NAME] (the “**Company**”); and

1.2.2 all directors, partners, employees, interns and independent consultants of the Company.

1.3 This policy will be reviewed and updated bi-annually, or from time to time as deemed appropriate.

1.4 If you have any questions on this Policy, please contact [NAME], [Title], at [\[EMAIL\]](#).

### **2. EQUALITY & DIVERSITY AT THE COMPANY**

2.1 At this Company, we consider that equality means breaking down barriers, eliminating discrimination and ensuring equal opportunities and access.

2.2 We consider diversity to mean celebrating differences and valuing everyone.

2.3 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 also for the Company.

2.4 We acknowledge that equality and diversity are not interchangeable but interdependent. There can be no equality of opportunity if differences are not valued and harnessed.

### **3. THE COMPANY’S COMMITMENT**

3.1 Every employee is entitled to a working environment that promotes dignity, equality and respect for all.

3.2 The Company will not tolerate any acts of unlawful or unfair discrimination (including harassment) committed against an employee, contractor, job applicant or visitor because of a protected characteristic:

3.2.1 sex;

3.2.2 gender reassignment;

3.2.3 marriage and civil partnership;

3.2.4 pregnancy and maternity;

3.2.5 race (including ethnic origin, colour, nationality and national origin);



- 3.2.6 disability;
- 3.2.7 sexual orientation;
- 3.2.8 religion and/or belief; and
- 3.2.9 age.
- 3.3 Discrimination on the basis of work pattern (e.g. part-time working, fixed term contract or flexible working) will also not be tolerated.
- 3.4 All employees will be encouraged to develop their skills, to fulfil their potential and to take advantage of training, development and progression opportunities in the Company.
- 3.5 Selection for employment, promotion, training, or any other benefit will be on the basis of merit only.
- 3.6 No form of intimidation, bullying or harassment will be tolerated.
- 3.7 This policy prohibits discrimination of any sort including:
  - 3.7.1 **Direct discrimination** – this occurs where one person is treated less favourably than another because of a protected characteristic set out in this policy.
  - 3.7.2 **Indirect discrimination** – this occurs when an unjustifiable requirement or condition is applied, which appears to be the same for all, but which has a disproportionate, adverse effect on one group of people.
  - 3.7.3 **Victimisation** – this occurs where one is treated less favourably than others because they have asserted legal rights against the Company or assisted a colleague in doing so.
  - 3.7.4 **Harassment** – this refers to “unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.”

#### 4. CONDUCT GOVERNED BY THIS POLICY

- 4.1 This policy applies to all conduct in the workplace and also to conduct outside of the workplace that:
  - 4.1.1 is related to work (e.g. at meetings, social events and social interactions with colleagues); or
  - 4.1.2 has an impact on the Company’s reputation (e.g. the expression of views on social media, contrary to the commitments expressed in this policy, that could be linked to the Company).
- 4.2 Some specific activities that are governed by this policy are set out below:

##### Recruitment

- 4.2.1 Selection for employment at the Company will be on the basis of aptitude and ability.
- 4.2.2 Where possible, the Company will capture applicants’ diversity demographics as part of its recruitment processes to promote the elimination of unlawful discrimination.

##### Training

- 4.2.3 Employees may also be required to participate in training and development activities from time to time, to encourage the promotion of the principles of this policy.



### **Promotion**

- 4.2.4 All promotion decisions will be made on the basis of merit and will not be influenced by any of the protected characteristics listed above.
- 4.2.5 Promotion opportunities will be monitored to ensure equality of opportunity at all levels.
- 4.2.6 Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers to promotion.

### **During employment**

- 4.2.7 The benefits, terms and conditions of employment and facilities available to employees of GLS Solutions will be reviewed on a regular basis to:
  - (a) ensure that access is not restricted by unlawful means; and
  - (b) provide appropriate conditions to meet the special needs of disadvantaged or under-represented groups.

## **5. CONCERNS ABOUT DISCRIMINATION**

- 5.1 If an employee believes that he or she may have suffered discrimination, he/she should consider the appropriateness and feasibility of attempted informal resolution by discussion in the first instance with:
  - 5.1.1 his/her direct manager; or
  - 5.1.2 another colleague in a relevant position of seniority.
- 5.2 Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the appropriate procedure.
- 5.3 The Company will ensure that individuals who make such allegations in good faith will not be victimised or treated less favourably by the Company as a result.
- 5.4 However, false allegations of a breach of this policy which are found to have been made in bad faith will be severely dealt with.

## **6. BREACHES OF THIS POLICY**

- 6.1 A person found to have breached this policy may be subject to disciplinary action up to and including summary dismissal.
- 6.2 Employees may also be personally liable for any acts of discrimination prohibited by this policy that they commit, i.e. they may be sued by the victim.