



Angard Staffing Equality and Fairness Policy

Angard Staffing is committed to placing equality, diversity and fairness at the heart of our values, policies and everyday practices of our employees. This policy outlines our principles and approach to promoting equality, diversity and fairness at all stages of employment.

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Getting help

Please contact the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com.

For web access go to: www.angardstaffing.co.uk.

Overview

This policy applies to all individuals working for Angard Staffing (**Angard**).

This policy applies to all aspects of your employment relationship including training, placement, transfer and dismissal as well as remuneration, grievance and disciplinary procedures and decisions. This policy also applies to recruitment of persons from outside the workplace.

This policy does not form part of contracts of employment.

This policy takes effect on 1st April 2014.

Policy statement

Angard will not discriminate against employees on the grounds of the following **protected characteristics**:

Race, colour, ethnic or national origin, nationality, disability, marital or civil partner status, sexual orientation, pregnancy or maternity, age, religion or belief (including political opinion in Northern Ireland), sex and gender reassignment.

Angard is committed to promoting fair participation and equality of opportunity for all our employees and job applicants. We aim to create an environment in which all individuals are able to make best use of their skills, free from discrimination or harassment.

Angard's policy is to provide opportunities based on an employee's performance and skills. You should be aware that in certain circumstances you may be personally legally liable for any discriminatory actions.

Guiding principles

Our commitment

Angard is committed to:

- fostering a workplace that promotes equality of opportunity for all and ensuring fair participation in employment;
- treating those who interact with our business with dignity and respect and ensuring fair access to our services;
- treating as irrelevant all factors which do not genuinely affect a person's ability to undertake a particular job;
- promoting awareness of what behaviours are and are not acceptable;
- investigating breaches of this policy and taking action against anyone deemed to have acted against the spirit of this policy;
- regularly reviewing aspects of this policy in order to make sure that it reflects and accounts for the most up to date legal regulations and is effective;
- taking lawful affirmative or positive action, where appropriate.

Types of discrimination and harassment

Discrimination

Discrimination can be 'direct' or 'indirect', intentional or unintentional. Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics. This can

apply not only where someone has a protected characteristic themselves but also where the less favourable treatment is because of a protected characteristic he or she is perceived of having or the protected characteristic of someone associated with him/her (such as a relative).

Indirect discrimination occurs where a provision, criterion or practice puts individuals who share a protected characteristic at a disadvantage compared with others and where this cannot be justified.

Victimisation

Victimisation occurs when a person is subjected to a detriment because he has done or the other person believes he has done or may do a protected act. Protected acts include bringing proceedings under the Equality Act, or giving evidence at a hearing, or making an allegation of discrimination.

Harassment

Harassment is unwanted conduct related to a protected characteristic that has the purpose or effect of violating someone’s dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment also includes less favourable treatment because of the individual's rejection or submission to the unwanted conduct above.

Some examples of acceptable and unacceptable behaviour are provided in the box below:

Unacceptable behaviour	Acceptable behaviour
<ul style="list-style-type: none"> • Suggestive remarks or gestures. • Display of pictures with sexual or racial undertones. • Demeaning or ridiculing someone. • Jokes and banter of a derogatory nature. • Unwelcome touching. • Any sexual advances. 	<ul style="list-style-type: none"> • Talking to employees about their performance. • Providing constructive feedback. • Asking an employee to carry out a task in the workplace. • Providing a constructive opinion when asked. • Taking appropriate action as per the Disciplinary and Grievance Policies.

Expectations

Our expectations

All employees working for Angard must (including during any assignment to Royal Mail Group Limited (**Royal Mail**)):

- adopt and follow the guiding principles of this policy;
- not discriminate in their day to day activities or encourage others to do so;
- not harass or intimidate other employees, customers or suppliers (including, in particular, those of Royal Mail) on the grounds of one of the protected characteristics, or their perception of a protected characteristic, or because of their association with another individual who has a protected characteristic;
- call the Angard Helpline Number Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com. if they become aware of any discriminatory practice.

Any employee who is found to have committed an act of discrimination, victimisation or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and may result in summary dismissal.

Equality through all stages of employment

It is our policy to promote equality of opportunity from first contact through to when an employee leaves the organisation.

Special attention will be paid to the following areas:

Recruitment and selection

All recruitment and selection activities will be conducted objectively and free from bias. All applicants will be treated fairly and candidates will be assessed on merit and the skills required for the role.

Learning and development

Access to learning and development opportunities will be provided on the basis of objective, non-discriminatory, job related criteria that are communicated in advance and fairly appraised.

Working arrangements

Angard will consider a range of options to support employees to adapt their working life according to their individual circumstances.

Reward and benefits

Pay, benefits and other remuneration within Angard will be based on non-discriminatory criteria that ensure fair treatment.

Fairness and favouritism

Angard's policy is to provide opportunities based on an individual's performance, skills and development needs in a fair and transparent manner.

Favouritism at work refers to granting opportunities solely based on factors such as personal or family relationships, or offering an undue advantage to someone who does not necessarily merit that treatment. Favouritism in this form will not be tolerated at Angard.

For further information please see the Conflicts of Interest Policy.

Bullying and harassment

Angard is committed to creating a working environment that is free from bullying and harassment, where all individuals are treated with dignity and respect. Angard does not accept any form of bullying and harassment and will take proactive steps and action to eradicate and avoid such behaviour.

Disability

In cases of disability, Angard (and Royal Mail where employees are placed there on an assignment) commits to making reasonable adjustments to the workplace to overcome barriers that could discriminate against disabled employees. If you consider yourself disabled or you become disabled you are encouraged to tell Angard about your condition so that we can support you as appropriate. We will consider your situation and determine what support is reasonable for each case.

Angard may also ask a doctor appointed by it to advise on these matters.

Royal Mail attaches importance to meeting the needs of disabled customers and service users where reasonably practicable and therefore it is important that, during any assignment, you are conscious of the needs of such customers and services users.

What to do if you have a complaint or concern

Don't keep it to yourself

It is in everyone's interest for employees to raise concerns they have about their treatment or the treatment of others at work. Concerns should ideally be raised with the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com

In addition:

Where the concern is in relation to bullying and harassment refer to the Bullying and Harassment Policy or raise it through the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com

- Employees who have other complaints related to treatment at work should refer to the Disciplinary Policy and Grievance Policy
- Where concerns relate to other serious malpractice in the organisation, refer to the Whistleblowing Policy and use the 'Speak-Up' line if appropriate.

Treatment of complaints

Complaints regarding potential breaches of this policy will be investigated in accordance with the relevant policy as outlined above. In appropriate cases, Angard will take formal action under the Disciplinary Policy, up to and including summary dismissal, if it is found that this policy has been breached.

This policy strictly prohibits:

- retaliation against someone who reports a concern in good faith; and
- deliberately false or fictitious complaints which do not have a reasonable foundation.

Breaches of the above could lead to formal action under the Disciplinary Policy up to and including summary dismissal.

For more information

Please contact the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com. In the event of any inconsistency between this policy and the supporting documentation the terms of this policy take precedence.

Related documents

You may find it useful to read the following documents located on the internet in conjunction with this policy:

- Bullying and Harassment Policy
- Disciplinary Policy
- Grievance Policy
- Whistleblowing Policy

Review

Angard will review this policy from time-to-time and may need to update it to ensure it reflects current legislation and the needs of the business.