

	Equality, Diversity and Inclusion policy	Document No.	
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		Revision date	September 2019
		Next review date	September 2020
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The Company believes that everyone should be treated with dignity and respect both at work and in every way connected with our activities and values of diversity and inclusiveness in the workplace. We take commitment to equality seriously and our policy is to always treat employees and other workers, job applicants, customers and suppliers fairly, regardless of disability, race, religion or belief, age, gender, gender reassignment, pregnancy/maternity, sexual orientation or marriage/civil partnership. Employees or potential employees will not be disadvantaged by any conditions of employment or Company requirements which cannot be justified as necessary on operational grounds.

All employees should be aware of the importance the Company attaches to the Equality, Diversity and Inclusion Policy and should ensure that they do not discriminate unfairly by their actions or behaviour, directly or indirectly, intentionally or unintentionally. In addition, all employees must ensure that they do not participate in behaviour which may constitute bullying or harassment, irrespective of the circumstances or individuals concerned. You should always show consideration for how others may react to your behaviour and to your actions/omissions - simply because you do not intend these to be intimidatory or discriminatory does not mean that the other individual does not find them so.

Every employee is therefore reminded that the following rules and guidance refer to anyone on Company property, or encountered during business on the Company's behalf:

1. There must be no discrimination on account of disability, race, religion or belief, age, gender, gender reassignment, pregnancy/maternity, sexual orientation or marriage/civil partnership.
2. Inappropriate behaviour, which may be regarded as bullying or harassment will not be tolerated.
3. Infinis appoints, trains, develops and promotes on the basis of merit and ability.
4. Everyone has personal responsibility for the practical application of the Company's Equality, Diversity and Inclusion Policy. This includes bringing any observed discriminatory, intimidatory or inappropriate behaviour to the attention of an appropriate manager.
5. Managers and supervisors involved in the recruitment, selection, promotion and training of employees have special responsibility for ensuring that the Company's Equality, Diversity and Inclusion Policy is properly applied.
6. The Company requires that its suppliers and customers are treated and treat others in a manner consistent with this Policy. Accordingly, if any employee feels that they have not been treated in a manner consistent with this policy by a customer or supplier he/she should bring it to the attention of an appropriate Infinis manager.
7. The Company's Grievance Procedure is available to any employee who believes that he/she may have been unfairly treated or subject to harassment.
8. Disciplinary action will be taken against any employee who is found to have committed an act of unlawful discrimination or act of harassment. In serious cases such behaviour is likely to be considered gross misconduct that could lead to summary dismissal.
9. Malicious and unfounded allegations of discriminatory or inappropriate conduct will also be subject to disciplinary proceedings against the complainant (an example might be where an employee complains of harassment by their manager when the manager gives the employee a reasonable instruction or holds a reasonable expectation of them which the employee resents).

10. An employee wishing to disclose any concerns under this policy anonymously can use the confidential and anonymous hotline service provided by InTouch, contact details of which are set out below and also in the Company's Whistleblowing policy.

The Company recognises the sensitive nature of complaints of discrimination, and the courage sometimes required to raise them. Any investigations will be handled as confidentially as possible with only the necessary parties involved. The Company reserves the right to separate the complainant and whoever the complaint is made against should this be necessary during any period of investigation (and, if appropriate, subsequently), including suspension from work. Suspension does not indicate that there is any presumption of 'guilt' against any individual or that there has even been an offence which might be worthy of further attention.

The Chief Executive Officer has ultimate day to day responsibility for the implementation of this policy and delegates line management responsibility requiring commitment from all employees, consultants and contractors. If you have any questions, doubts or concerns about the Policy or its application you should consult your manager or, if not appropriate, your manager's manager or the Human Resources Department.

The Board reviews this policy at least annually and updates it as required, monitoring its implementation on an ongoing basis.



Shane Pickering,
Chief Executive Officer

September 2019

**Confidential and anonymous
Whistleblowing hotline**

www.intouchfeedback.com/infinis
0800 097 0026
(access code: 46346)