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Equality, Diversity and Inclusion Policy for NIS Group

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1. Policy statement

At NIS Group, we encourage and promote the equality, diversity and inclusion of all our Staff and job applicants to ensure that everyone is treated with dignity and respect at all times.

We want to create a working environment where everyone can make best use of their skills, free from unlawful discrimination or harassment, and where all decisions are based on merit.

Our aim in this policy is to set out our approach to equality, diversity and inclusion, and non-discrimination at work.

We want you to know that you and any job applicants will receive equal treatment regardless of your age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (your 'Protected Characteristics').

2. Is this policy part of my contract of employment?

No, and we can change this policy at any time, but if any changes are made, we'll always make you aware of them. We may also vary things like time limits, if we feel we need to.

3. Who is covered by this policy?

This policy applies to all employees, directors and other officers, workers and agency workers, volunteers and interns. We also require in any contracts with self-employed consultants or contractors that they comply with this policy, and we'll make sure they're given access to a copy. All these people are referred to as 'Staff' in this policy.

We also refer to 'third parties' in this policy, who are any customers, suppliers or visitors to our premises.

4. What is covered by this policy?

This policy applies to all aspects of employment with us, including job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of employment, pay and benefits, conduct at work, disciplinary and grievance procedures, and termination of employment.

5. Who is responsible for this policy?

Directors (by which we mean the most senior people within our organisation) will have overall responsibility for the effectiveness of this policy and to make sure it complies with discrimination law.

The successful operation of this policy also depends on you. Please take the time to read and understand it and go back to your manager with any questions you may have. We have set out in the following section some more detail of what we expect of you.

6. Your responsibilities under this policy

You cannot unjustifiably discriminate against or harass other people, including current and former Staff, job applicants or any third parties. This applies in the workplace, on work-related trips or events (including social events), and even outside the workplace (if you're working with third parties or other work-related contacts or wearing a work uniform).

Please also read our Anti-harassment and Bullying Policy in addition to this policy, to make you're aware of our approach for handling harassment.

7. What is discrimination?

There are different forms of discrimination, which include:

Direct discrimination, which means treating someone less favourably because of their Protected Characteristics (such as rejecting a job applicant because of their religious views or making an offensive comment about a colleague because they were transgender).

Indirect discrimination, which is where a requirement or practice applies to everyone, but adversely affects people with a Protected Characteristic more than others, without a good reason. An example is a requirement to work full-time, which puts women at a disadvantage because they generally have more childcare commitments than men – this could be a discriminatory requirement unless it can be justified.

Harassment, which includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which (intentionally or unintentionally) violates someone's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them. Please read our Anti-harassment and Bullying Policy for more information about harassment.

Victimisation, which means retaliating against someone who has complained or has supported someone else's complaint about discrimination or harassment.

Disability discrimination, which means unjustifiably treating someone less favourably because of a disability or failing to make reasonable adjustments to minimise disadvantages caused by a disability. This can be direct and indirect discrimination.

8. How we can support you

Raising a concern

If you believe you may have been discriminated against, we encourage you to raise the matter through our Grievance Procedure. If you feel you may have been subject to harassment, we encourage you to raise the matter through our Anti-harassment and Bullying Policy. If you're uncertain which policy applies or have any questions, please speak to your manager.

Disabilities and other health conditions

If you have a disability or other health condition, please let us know so we can consider any reasonable adjustments or provide you with support.

9. Recruitment and selection process

Our recruitment, promotion and other selections (such as redundancy) and procedures are regularly reviewed to make sure they are merit-based and use objective criteria, to avoid discrimination. When possible, shortlisting job applicants will be done by more than one person.

We avoid stereotyping or using language that may discourage people with a particular Protected Characteristic from applying, and try to advertise our job vacancies to a diverse section of the labour market.

We won't ask applicants about their health or disability before a job offer is made, except in limited circumstances allowed by law, for example:

- to establish that the applicant can perform a necessary part of the job (or if reasonable adjustments need to be made),
- to confirm that an applicant can attend an assessment/interview (or if reasonable adjustments need to be made).

Where necessary, job offers may be made conditional on a satisfactory medical check.

Applicants won't be asked about past, current or future pregnancies, nor will they be asked about matters concerning age, race, religion or belief, sexual orientation, or gender reassignment.

We may include health or disability questions in equality and diversity monitoring forms but these will not be used for selection or decision-making purposes.

Please be aware that we are required by law to ensure all employees are entitled to work in the UK. We won't make assumptions about your immigration status based on appearance or apparent nationality, therefore all prospective employees, regardless of nationality, must provide us with required documentation before employment starts to make sure we are complying with immigration laws.

10. Part-time and fixed-term work

Part-time employees or workers and fixed-term employees will be treated the same as those who are full-time or permanent. Their terms and conditions will be no less favourable (on a proportionate basis where appropriate), unless different treatment is justified.

11. Breaches of this policy

If this policy may have been breached, we'll treat allegations confidentially and begin an investigation if necessary. You won't be victimised or treated less favourably for raising a complaint about discrimination. However, deliberately making a false allegation may be treated as misconduct and handled under our Disciplinary Procedure.

We take a strict approach to breaches of this policy, which will be handled under our Disciplinary Procedure. Serious cases of deliberate discrimination may be considered gross misconduct, resulting in dismissal.