

# Labotek GB Limited

## Equality, Diversity & Inclusion Policy

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## Summary

Individuals with different cultures, perspectives and experiences are crucial to the success of Labotek GB Limited (The Company). We want to recruit, develop and retain the most talented people regardless of their background, in order to make best use of their skills and abilities.

Labotek GB Limited is led by a professional and multinational employer whose aim is to encourage equality, diversity and inclusion amongst our workforce whilst eliminating unlawful discrimination. We recognise that being a diverse and inclusive employer helps us fulfil our responsibility to the Equality Act 2010.

The Company will support our partners, managers and employees to demonstrate the principles of diversity and inclusion in their roles and functions. We aim to develop a work environment where we treat all employees as individuals, fairly and in a consistent way by removing any unnecessary barriers. We will support all our employees who are developing opportunities through training and development with their career.

The protected characteristics as detailed in The Equality Act 2010 are:

- sex
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including ethnic origin, colour, nationality and national origin)
- disability
- sexual orientation
- religion and or belief
- age

The aim is for our workforce to be truly representative of all sections of society and for each employee to feel respected and able to give their best. The Company is committed against unlawful discrimination of their employees, customers, partners, or the public.

## **How we will do this:**

Labotek GB Limited aims to be an inclusive company who are committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees, and to pro-actively tackle and eliminate discrimination.

During the recruitment process, employment will be on the basis of aptitude and ability. Where possible we will investigate any applicants' diversity demographics as part of our recruitment to ensure we are promoting the elimination of unlawful discrimination.

To encourage the promotion of the principles of this policy, training may be required for all staff.

All promotion decisions will be made on the basis of merit and will not be influenced by any of the protected characteristics.

During employment the benefits, terms and conditions of employment available to employees will be reviewed on a regular basis to ensure that access is not restricted by unlawful means and to provide appropriate conditions to meet the special needs of disadvantaged or under-represented groups.

The Company believes diversity is to celebrate differences as each person is an individual with visible and non-visible differences. By respecting this everyone can feel valued for their contributions which is beneficial not only for the individual, but for Labotek GB Limited and its wider partners.

## **Manager responsibilities:**

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination. Promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

*This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.*

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by employees, customers, suppliers, visitors, the public and our partners.

*Such acts will be dealt with as misconduct under our disciplinary procedure and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.*

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of The Company.
5. Make decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment practices and procedures when necessary to ensure fairness and also update them and the policy to take account of changes in the law.
7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

## Staff responsibilities:

- You have personal responsibility for the application of this policy. As part of your employee induction, you are expected to read and familiarise yourself with this policy, ensure that this policy is properly observed and fully complied with.
- To understand the differences between **Direct Discrimination** (*direct discrimination occurs where one person is treated less favourably than another because of a protected characteristic set out in this policy*) and **Indirect Discrimination** (*indirect discrimination 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. This is discrimination even though there was no intention to discriminate*)
- To notify the UK Director as soon as possible if you believe or suspect that a conflict with this Policy has occurred or may occur in the future.
- To notify the UK Director about any new procedures or ideas where Labotek GB Limited can make improvements.
- All staff should understand that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

## **Services and Organisations:**

### [Equality Advisory and Support Service](#)

This helpline advises and assists individuals on issues relating to equality and human rights, across England, Scotland and Wales.

### [Organisations - Diversity UK](#)

Directs you to other organisations who operate within the equality, diversity and inclusion sector in the UK.

### [Discrimination and the Equality Act 2010 - Discrimination at work - Acas](#)

It's important to understand what the law says about discrimination, so everyone knows their rights and responsibilities.

### [Homepage - The Diversity Trust](#)

Influencing Social Change To Create a Fairer Society

### [Equality Act 2010](#)

UK Legislation

### [Citizens Advice](#)

Citizens Advice is a charity that provides online and local advice on various issues.