



Alscient

Equality, Diversity & Inclusion Policy

‘Working at Alscient’

Document Information

Customer:	Alscient Ltd		
Project:	Recruitment and Induction Process		
Author:	Graham Ballinger	Document Version No:	2.0
Title:	Equality, Diversity, and Inclusion	Document Version Date:	16/03/2022

Change History

Version Number	Version Date	Author	Description of Change
0.1	23/09/15	Graham Ballinger	<ul style="list-style-type: none"> Initial draft
1.0	01/03/16	Graham Ballinger	<ul style="list-style-type: none"> Approved
2.0	16/03/22	Sue Scargill	<ul style="list-style-type: none"> Include tackling economic inequality and accessible technology
3.0	25/03/24	David Owen	<ul style="list-style-type: none"> Full review

POLICY

At Alscient, our strength lies in our diversity, which is why we are committed to fostering an inclusive environment, where everyone feels valued, respected, and empowered with the aim for our workforce to be truly representative of all sections of society and our customers.

The purpose of our policy is to ensure equality, fairness, respect and ensures the removal of any unlawful discrimination for all in our employment, whether temporary, part-time, or full time this applies to all employees, contractors, clients, and stakeholders of Alscient.

Our policy ensures the elimination of, but is not limited to, any discrimination on the grounds of the protected characteristics as defined in the Equality Act 2010

- Age.
- Disability.
- Gender reassignment.
- Marriage and Civil partnership.
- Pregnancy or maternity.
- Race (including colour, nationality, and ethnic or national origin).
- Religion or belief.
- Sex.
- Sexual orientation.

Our policy covers and ensure all areas of our business are free from all forms of unlawful discrimination, these areas include,

- Pay and benefits.
- Terms and conditions of employment.
- Disciplinary and grievance procedures.
- Dismissal.
- Redundancy.
- Leave for parents.
- Flexible working requests.
- Selection for, employment, promotion, training, or other development opportunities.

At Alscient we commit to

- Encourage and celebrate equality, diversity, and inclusion in all aspects of our business.
- 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, with a zero tolerance for discrimination.
- Providing equal opportunity for all employees, ensuring fair treatment and advancement based on merit and performance (apart from in any necessary and limited exemptions and exceptions allowed under the equality act)
- The accommodation of individual needs of employees to ensure that everyone can perform at their best regardless of any personal circumstances or differences.
- Ensuring Managers and employees understand their rights and responsibilities regarding Equality, Diversity, and Inclusion.
- Taking seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of work activities.
- Ensuring any breaches of the Equality, Diversity and Inclusion will be dealt with as misconduct under the grievance and/or disciplinary procedures, with appropriate action taken.

Recruitment and Hiring

- Actively seek to attract and hire a diverse workforce by utilizing a variety of recruitment channels and inclusive hiring practices.
- To unbiased selection, our recruitment and selection processes are fair, transparent, and free from bias, ensuring candidates are evaluated on their qualifications, skills, and experience relevant to the role.
- Ensuring all reasonable adjustments are made during the recruitment and hiring process to ensure that everyone has an equal opportunity to compete for opportunities.

Employee Engagement and Support

- Promote diversity and inclusion as part of induction and ongoing training to raise awareness and foster understanding.
- Open communication via monthly and quarterly review so employees can voice concerns and suggest ideas for improving diversity and inclusion.
- Our leadership team role modelling the way and being committed to championing all aspects of diversity and inclusion.
- Continuously improving our diversity and inclusion practices through ongoing evaluation and feedback.

Summary

- Alscient recognises the importance of Equality, diversity, and Inclusion not just from a lawful policy perspective but as a guiding principle to being a successful employer and a great place to work.