

Equality Diversity and Inclusion Policy

Policy Statement

Moore Insight (“The Company”) is fully committed to encouraging equality, diversity and inclusion for all employees, workers and job applicants, and to eliminating unlawful and unfair discrimination. The Company aims to create a culture that encourages and values diversity, that appoints, rewards and promotes staff based on merit and for each employee to feel respected and able to give their best.

The Company will not unlawfully discriminate against any employee, worker or job applicant because of any 'protected characteristic', namely:

- Age
- Sex or Sexual orientation (including gender re-assignment)
- Disability (covering sensory and physical disabilities, learning disabilities and mental health status)
- Marriage or civil partnership status
- Pregnancy and maternity
- Race (including colour, nationality and ethnic or national origin)
- Religion or belief

Equally, the Company will not treat any employee, worker or job applicant less favourably because:

- They are (or are not) a trade union member
- They work part-time or on a fixed-term basis
- Of their socio-economic background
- They have caring responsibilities

Introduction

The Company positively welcomes and supports the growing diversity of the community we serve and the people we employ. Our diversity is our strength and we are committed to providing services to many different organisations, by a workforce that reflects the diversity of today’s society.

The document sets out our commitment to ensuring that all staff and job applicants have equal opportunities and in particular:

- The rights and responsibilities of those to whom the policy applies
- How this policy is implemented
- The procedure for dealing with concerns or complaints
- How we will deal with any breaches
- What we regard as acceptable behaviour at work, and what is not acceptable

Scope

This policy applies to employees, consultants, associates, temporary and agency workers, interns, volunteers, apprentices and job applicants. All staff are responsible for ensuring that there is no discrimination in the workplace and for ensuring that this policy is applied on a day-to-day basis. They are also expected to apply the principles of equal opportunities and non-discrimination in their interactions with clients, suppliers, business partners and visitors. In certain circumstances, an employee can be personally liable for discrimination against a fellow employee or a job applicant.

Forms of Discrimination

As set out in the policy statement, there should be no discrimination because of any of the protected characteristics. Discrimination may occur in the following forms:

Direct Discrimination

This is treating someone less favourably (or, in the case of pregnancy and maternity, unfavourably) because of a protected characteristic.

Indirect Discrimination

This is treating a group of people in the same way, but in a way which adversely affects those with a protected characteristic. Such treatment is unlawful unless it can be objectively justified.

Victimisation

This is treating someone less favourably because they have alleged discrimination or asserted their right not to be discriminated against because of a protected characteristic.

Harassment

This is unwanted conduct, related to a protected characteristic, which has the purpose or effect of creating an intimidating, hostile, degrading, humiliating or offensive environment for someone or violating their dignity. Harassment may also be of a sexual nature. It may also occur where someone harasses the victim, the victim either rejects or submits to the harassment and, because of that rejection or submission, that person then treats the victim less favourably.

Discrimination Arising from Disability

This is unfavourable treatment of the disabled person because of something arising in consequence of their disability. Such treatment is unlawful unless it can be objectively justified.

To ensure this the company has a duty to make reasonable adjustments. This comprises three requirements, each of which arises where a disabled person at a substantial disadvantage in relation to a 'relevant matter':

The first is a requirement where a provision, criterion or practice puts a disabled person at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, to take such steps as it is reasonable to have to take to avoid the disadvantage.

The second is a requirement where a physical feature puts a disabled person at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, to take such steps as it is reasonable to have to take to avoid the disadvantage.

The third is a requirement, where a disabled person would, but for the provision of an auxiliary aid, be put at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, to take such steps as it is reasonable to have to take to provide the auxiliary aid.

Disability Code of Practice

The Company values the individual contribution of all (including prospective) employees from all sectors of the community at large. The Company recognises the value of diversity in the workforce, including people with disabilities. The Company, therefore, operates the following Code of Good Practice on Disability:

- The Company takes reasonable steps to ensure that the working environment, working practices and terms and conditions of employment do not prevent disabled people from taking up and maintaining positions for which they are suitably qualified.
- The Company bears in mind the desirability of avoiding barriers to the employment of disabled people when acquiring and fitting out buildings with equipment and devising working practices.
- The Company takes steps to ensure that disabled people have the same opportunities as other employees to develop their full potential.
- Reasonable adjustments will be considered, to enable or assist employees or prospective employees to be employed in a particular job.
- Any employee who becomes disabled whilst in employment will be given the full support of Management to maintain a job appropriate to his/her experience and abilities.

If any employee knows or believes they might be disabled, they are encouraged to discuss this with their line manager, so that the Company can ensure they are given the opportunity to achieve their full potential and that it complies with its responsibilities.

This policy does not form part of an Employee's Contract of Employment.

Manager Responsibility

Where a Manager becomes aware of an allegation of discrimination, victimisation or harassment of an employee or of a member of the public in connection with the Company's activities, they will (whether or not a formal complaint has been made) discuss it with the employee.

Employee Responsibility

Every employee must take reasonable steps to ensure that acts of discrimination, victimisation or harassment do not occur and must report any incidents to their Line Manager. Employees who believe they are the victims of such acts may raise the matter with their Manager without the need to make a formal complaint.

Employees who believe they are victims of such acts are encouraged to use the complaints procedure as set out within this policy.

It is the Company's aim to resolve any complaints as quickly as possible. All complaints will be treated seriously and with appropriate confidentiality. The complaints procedure is set out below.

Conclusion

The principles set out in this policy apply both inside and outside the workplace in a work-related context, such as on business trips, customer or supplier events or work-related social events.

We will appoint, train, develop, reward and promote on the basis of merit and ability.

We will ask all new employees to complete an equal opportunities monitoring form, so that we can monitor the break down of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief and disability in encouraging equality, diversity and inclusion and in order to monitor if we are meeting the aims and commitments set out in this policy.

Employees will be protected from discrimination, victimisation or harassment for making such a complaint or assisting in an investigation in good faith. Complaints of this nature will be dealt with seriously, in confidence and as soon as possible. Any acts of retaliation or intimidation against an employee will be treated as a disciplinary offence.

The Directors and Senior Management of Moore Insight are committed to implementing this policy which will be updated on a periodic basis.

Training, where necessary, will be provided for all employees to make sure that this policy is adhered to.

Contacts

If there are any questions regarding this policy or if you would like to contact us, please send an email to HR.Team@moore-insight.com.

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