

## **Equality, Diversity & Inclusion Policy**

Digital Republic Talent recognises that diversity and inclusion help to support creativity and innovation within the digital sector and the economy overall. They are an essential ingredient in a successful company and we are committed to encouraging diversity and inclusion and to ensuring there is no discrimination in our company. We want our workforce to be truly representative of all sections of society. We want our company to be one in which every employee, candidate, client and freelancer feels respected and is able to give of their best.

To that end this policy provides a framework of equality and fairness for all in our key stakeholders expresses our commitment not to discriminate on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. We oppose all forms of unlawful and unfair discrimination.

This policy mainly applies to employed and freelance staff and to how we conduct dealings with our customers. All freelancers and employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment whether as a member of staff or on a freelance basis will be on the basis of aptitude and ability. Access to opportunities for promotion, training or any other benefit will also be on the basis of aptitude and ability. All employees will be encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the creativity and success of the company.

### **Our Commitment:**

- Actively seek to increase the number of people we work with who are from protected groups
- Review all our formal and informal employment/hiring practices and procedures to ensure they are fair and help us to identify the best talent.
- Identify and take opportunities to increase the diversity in hiring decisions.
- Ensure reasonable adjustments are made to enable disabled people to work in or with our company
- Actively seek to increase the diversity of our talent networks.
- Create an environment in which individual differences and the contributions of all our staff and freelancers are recognised and valued.
- Ensure every employee and freelancer is able to work in an environment that promotes dignity and respect for all. We will not tolerate any form of intimidation, bullying or harassment.
- Ensure training, development and progression opportunities are available to all staff to encourage tolerance and understanding

### **Our Plan**

We will monitor the success of this policy quarterly and review our and update our policy at least once a year. We have also developed an action plan to help us take positive steps forward in terms of encouraging diversity within our internal and external ecosystem;

1. Encourage the acknowledgement of diversity within our work space whilst not being overbearing and excluding majority groups
2. Adjust our screening process for internal candidates and customers to encourage diversity across protected groups
3. Establish alliances and business relationships with external companies and organisations to help promote programs to grow diversity.
4. Make diversity training an available option for staff and clients, without being forceful.

5. Encourage a change in language and communication within the workplace and external communications
6. Uphold a fair and robust grievance and complaint system.
7. Celebrate all religions and cultures in the workplace through acknowledgment, tolerance and respect
8. Provide transparency in performance reviews, pay increases and promotions across protected groups and general workforce
9. Proactively consult and train our clients on diversity and inclusion and encourage them to prioritise this aspect of their workforce management strategy
10. Regularly monitor diversity initiatives reviewing data and results

The people who are responsible for ensuring this action plan is implemented is Richard Manso ( Managing Director ) and Ivona Solovjova ( Senior Operations Executive )

### **Our Diversity & Inclusion Policy**

It is against the law and the Company's Policy to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

Staff should not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

### **Types of unlawful discrimination**

**Direct discrimination** is where a person is treated less favourably than another because of a protected characteristic. An example of direct discrimination would be refusing to employ a woman because she is pregnant.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

**Indirect discrimination** is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic (although it does not explicitly include pregnancy and maternity, which is covered by indirect sex discrimination) such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

**Harassment** is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

**Associative discrimination** is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic (although it does not cover harassment because of marriage and civil partnership, and (according to guidance from the Government) pregnancy and maternity).

**Perceptive discrimination** is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic (other than marriage and civil partnership, and pregnancy and maternity).

### **Victimisation**

This occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint. There is no longer a need for a complainant to compare his/her treatment with someone who has not made or supported a complaint under the Equality Act 2010. For example, if a blind employee raises a grievance that the employer is not complying with its duty to make reasonable adjustments, and is then systematically excluded from all meetings, such behaviour could amount to victimisation.

### **Failure to make reasonable adjustments**

This is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

### **Equal opportunities in employment**

The organisation will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments

that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

The organisation will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the organisation considers it has good reasons, unrelated to any protected characteristic, for doing so. The organisation will comply with its obligations in relation to statutory requests for contract variations. The organisation will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

The organisation will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

### **Dignity at work**

The organisation has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

### **Customers, suppliers and other people not employed by the organisation**

The organisation will not discriminate unlawfully against customers using or seeking to use goods, facilities or services provided by the organisation.

Employees should report any bullying or harassment by customers, suppliers, visitors or others to the Company's Director who will take appropriate action.

### **Training**

The organisation will provide training in equal opportunities to the Company's Director and others likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The organisation will provide training to all existing and new employees and others engaged to work at the organisation to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment. The organisation will provide additional training to employees, the HR Representative and the Director to enable them to deal more effectively with complaints of bullying and harassment.

### **Your responsibilities**

Every employee is required to assist the organisation to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination.

Employees can be held personally liable as well as, or instead of, the organisation for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the organisation's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

## **Grievances**

If you consider that you may have been unlawfully discriminated against, you may use the organisation's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The organisation will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Use of the organisation's grievance procedure does not affect your right to make a complaint to an employment tribunal. Complaints to an employment tribunal must normally be made within three months beginning with the act of discrimination complained of.

## **Monitoring and review**

This policy will be monitored periodically by the organisation to judge its effectiveness and will be updated in accordance with changes in the law. In particular, the organisation will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the organisation will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.