



Equality, Diversity and Inclusion Policy

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Date	Page	Comments	Approved / Reviewed by
	Whole document	This policy replaces any Equality, Diversity & Inclusion Policy currently in operation	SVS Board



Equality, Diversity and Inclusion Policy

1. PURPOSE

Sapphire Vehicle Services Limited is committed to promoting equality, diversity and inclusion for all employees and job applicants for each employee to feel respected and able to make the best use of their skills, and in which all decisions are based on merit.

- 1.1. All employees have a duty to act in accordance with this policy and not to treat job applicants, temporary or agency workers, contractors or any other employees less favourably than others because of their actual or perceived:
 - age
 - disability
 - gender reassignment
 - marriage or civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex/gender
 - sexual orientation
- 1.2. These characteristics of an individual are referred to collectively as “protected characteristics” and (with a few minor exceptions) decisions about an individual that are influenced in any way by any of these protected characteristics may be regarded as unlawful discrimination and result in disciplinary action.
- 1.3. It can also amount to unlawful discrimination to make decisions about an individual based on your perception of them as having one of more of these protected characteristics or because you believe they may or do associate with other people with one of more of these protected characteristics.
- 1.4. This policy also applies to decisions about third parties with whom we may have dealings including clients, customers, suppliers and anyone else with whom you come into contact during the course of your employment. Decisions affecting them based on actual or perceived protected characteristics may also amount to unlawful discrimination.
- 1.5. This policy will apply to anyone who is neurodivergent. Neurodivergence includes a range of different neurological conditions, including, for example, dyslexia, attention deficit disorders and autism.
- 1.6. Decisions about an individual that are influenced by a neurological condition may be regarded as unlawful discrimination and result in disciplinary action.



2. EQUALITY, DIVERSITY AND INCLUSION IN THE WORKPLACE

2.1. The principles of non-discrimination, equality, diversity and inclusion of opportunity apply to all aspects of employment including job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedures, and termination of employment.

2.2. Recruitment and selection

2.2.1. We aim to ensure that no job applicant is treated less favourably than another because of any of the protected characteristics or neurodivergent conditions referred to above. Our recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities.

2.2.2. Applicants are assessed on the basis of the requirements of the role they are applying for and, in appropriate circumstances, we may consider adjusting the role to suit good candidates. Interviews will focus on the skills and experience required for the role and selection will be based on merit.

2.3. Job offers

2.3.1. Job offers will be conditional on candidates being eligible to work in the UK. We will not make any assumptions about a person's eligibility and every potential employee will be required to provide appropriate evidence of this.

2.3.2. Job offers may be conditional on a candidate being physically and/or mentally capable of performing the key requirements of the role and we may require the candidate to undergo a health assessment in appropriate circumstances. A candidate will not be rejected for health reasons without further consultation and consideration of any adjustments that could be made to enable the candidate to perform the role.

2.3.3. A candidate's personal circumstances, age or beliefs will not normally have any bearing on our decision whether or not to offer them the role.

2.4. Training and promotion

2.4.1. Training requirements are identified through regular appraisals and the provision of training, which may require different training methods, dependent on any neurodivergent conditions. All opportunities for promotion will be based on merit.



2.5. Terms of employment

2.5.1. Pay, benefits and other terms and conditions of employment are related to the specific role and not to the individual in the role, except in relation to performance related pay and benefits.

2.5.2. Exceptions may be made to accommodate an individual's specific requirements, for example in accordance with our Flexible Working policy, in order to enable an employee with a physical or mental impairment to perform a role, or to accommodate an older or younger worker in a role.

2.5.3. Some employees may be entitled to enhanced benefits because of their particular circumstances, for example maternity or adoption leave.

2.5.4. Where employees are transferred to us from another business we will normally have to honour their existing terms and conditions and this may result in discrepancies in terms of employment that cannot be avoided.

2.6. Management decisions

2.6.1. Managers are required to manage employees in a fair and consistent manner and to be objective when making decisions that affect them. They will receive training to ensure that they base their decisions on appropriate factors and apply our principles of non-discrimination, equality, diversity and inclusion of opportunity at all times.

2.6.2. Your protected characteristics or neurodivergent conditions will not play a part in management decisions unless they are relevant and it is appropriate to take them into account in the particular circumstances.

2.6.3. You will have the right to appeal against or raise a grievance if you believe that a manager has not applied our principles of non-discrimination, equality, diversity and inclusion of opportunity to you.

3. CONFIDENTIALITY

3.1. Where possible information about or relating to your protected characteristics or neurodivergent conditions will be kept confidential and disclosed on a "need to know" basis or with your prior consent. Information of a personal and/or sensitive nature is processed strictly in accordance with our Data Protection Policy. You may be asked to disclose information anonymously for equal opportunities monitoring purposes but are under no obligation to do so.



4. CO-OPERATION

4.1. All employees have a duty to co-operate with us in ensuring that our principles of non-discrimination, equality, diversity and inclusion of opportunity are upheld. If you have concerns that they have been/are being compromised in any way (either in relation to you personally or in respect of someone else) you are encouraged to raise your concerns in confidence with your manager, a more senior manager or a member of Human Resources.

5. RESPONSIBILITY FOR IMPLEMENTING THIS POLICY

5.1. All employees are responsible for ensuring and maintaining our principles of non-discrimination, equality, diversity and inclusion of opportunity and this policy applies at all levels within the company regardless of seniority or status. However, this policy is not contractual and does not form part of your contract of employment.

5.2. Managers are responsible for ensuring that these principles are upheld and for ensuring that employees and others (contractors' agency workers, temps etc) for whom they are responsible have read this policy, are aware of its requirements and aware that breach of the provisions of this policy may result in disciplinary action.

Dave Williams
Managing Director

A handwritten signature in black ink, appearing to read 'Dave Williams', is written below the printed name and title.