

Equality & Diversity Policy

Cititec's vision is a company that is at ease with its diversity where every employee, current and potential candidate has the opportunity to achieve their potential, and where people treat each other with dignity and respect. As an equal opportunities organisation, Cititec can speak to clients and candidates about Equality, Diversity and Inclusion confidently and seek opportunities to innovate and inspire. Cititec actively promotes Equality, Diversity and Inclusion so that Clients come to ask us for our support and advice over our competitors.

The purpose of this document is to promote the equal treatment for all employees or potential employees irrespective of sex, gender reassignment, race, sexual orientation, religion or belief, disability, age, maternity or pregnancy, marriage or civil partnership, and any ex-offender status. Any treatment of an individual, which is considered to be discriminatory, harassment or bullying, will not be tolerate under any circumstances, and any employee who conducts such behaviours towards a fellow employee, client or supplier, will be subject to the Company's disciplinary procedure. In serious cases, such behaviours may constitute gross misconduct and result in summary dismissal.

Cititec will continually work to comply with Equal Opportunities legislation and Codes of Practices and will not conduct or condone any unlawful discrimination.

Combating Discrimination

Cititec recognises that certain groups and individuals in society may be disadvantaged because of the discrimination they experience as a result of their sex, gender reassignment, race, sexual orientation, religion or belief, disability, age, maternity or pregnancy, marriage or civil partnership, and ex-offender status. We recognise that there is both direct and indirect discrimination and that this takes place at both a personal and institutional level.

Cititec is committed to the adoption of positive policies and practices to combat all direct and indirect discrimination and to ensure full compliance with the terms of any current relevant legislation and regulatory requirements.

Valuing Diversity

We have adopted a broad definition of diversity that goes beyond those characteristics prescribed by law to include diversity of style, thought and values. Diversity at Cititec emphasises understanding, valuing and respecting differences and creating an environment where all employees feel they can succeed and contribute to the organisation's success.

We value diversity and strive to:

Fully utilise the talents of all employees

Improve recruitment and retention from all employee groups

Enhance decision making and innovation, by encouraging interaction and involvement Increase our ability to relate to a diverse range of customers.

We will not condone behaviour which is abusive or offensive; any such incidents will be regarded seriously and may lead to the initiation of disciplinary proceedings.

Discrimination

Discrimination occurs when decisions or attitudes are taken about an individual or group based on prejudice or stereotyping. This can be direct or indirect and can occur on a variety of grounds. E.g. their sex, gender reassignment, race, sexual orientation, religion or belief, disability, age, maternity or pregnancy, marriage or civil partnership, and ex-offender status.

Direct Discrimination Direct Discrimination is any behaviour or decision, deliberate or unintentional, which causes a person to be treated less favourable, or be disadvantaged, because of a protected characteristic, compare with another in the same or similar circumstances, e.g. not promoting a woman because of her pregnancy, not selecting someone for promotion because of their race.

Direct discrimination

Direct Discrimination also includes discrimination by perception or association e.g. discrimination against a person because of their association with someone who possesses a protected characteristic or because they are believed to possess a protected characteristic. An

example of this would be discrimination because of the sexual orientation of the individual's child or because of the perceived sexual orientation of the individual.

Indirect Discrimination

Indirect Discrimination is when a condition or requirement is applied to everyone and cannot be justified, and by doing so puts a certain group of people or groups of people at a disadvantage, e.g. stating that all applicants must be physically strong in an advertisement for a clerical position.

Victimisation

Victimisation occurs when a person is treated less favourable than others because that person has, in good faith, made or supported a complaint or allegation under the Equality Act, or because they are suspected of having done so.

Employment of Those with Disabilities

It is the Company's policy to employ the best person for the job, and not to discriminate against Employees who have a disability or who have had a disability in the past; this may be achieved by taking account of any "reasonable adjustments". The purpose of this document is to set out that policy. It does not confer any contractual rights.

Who is disabled?

For the purposes of this policy, someone has a disability if he or she satisfies the definition of a disabled person as stated within the Equality Act 2010 ("The Act").

The Act defines a person with a disability as someone who has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. If you would like more information about this definition, you may contact the Human Resources department.

What Should You Do If You Believe You Are Disabled?

In many cases it will be readily apparent which of our employees or applicants for jobs are disabled people. Once the Company is aware that someone has a disability, the practical effect,

or effects, if any, of that disability on the individual's ability to do the job will be discussed with the employee, as well as how any such effects might be reduced.

It will not, however, always be apparent that someone has a disability. If the Company is not aware that an employee has a disability, it is difficult to offer him or her same help and assistance. If any employee believes that he or she has a disability and would like to discuss how the

Company might be able to assist to enable him or her to do their job better, please contact the Human Resources Department. This will be treated in the strictest confidence. On application for a position within the Company, the recruiting manager should make reasonable effort to find out if the Company needs to consider any reasonable adjustments for the applicant prior to any job interview.

Reasonable Adjustments

To comply with the Equality Act 2010, the Company must make reasonable adjustments to any physical features of its premises and working arrangements that may place a disabled person at a substantial disadvantage. In such circumstances, the Human Resources Department should be consulted at the earliest stage. Where appropriate, the Company will make reasonable adjustments to take account of any specific needs that disabled employees may have.

During Employment

The Company aims to ensure that all terms and conditions of employment, opportunities for promotion and training, disciplinary, grievance and redundancy procedures, and induction procedures do not discriminate against disabled employees.

Medicals

If the Company is concerned about an employee's health and the way it affects his or her ability to carry out his or her job, the employee may be asked to undergo a medical examination. This applies to all employees, whether or not they are disabled.

A job applicant will only be asked to have a medical examination when his or her health or disability is clearly relevant to their job performance or to the environment in which the job is

carried out. Divulging information about an employee In accordance with the Data Protection Act 1998, the Company will not divulge any information about an employee's disability unless it is absolutely necessary to do so. Such disclosures will usually only be necessary to ensure that a reasonable adjustment can be implemented. Where it becomes necessary to pass on such information, the matter will be discussed with the disabled employee in the first instance, and will ensure that the information divulged to any third party is the least necessary.

Employees Who Become Disabled

The Company aims to be supportive to any employee who becomes disabled and, where justified, will make reasonable adjustments to the premises or working arrangements. This will involve consulting with the disabled employee at the appropriate time(s), about his or her needs and any effect that the disability might have on any future employment.

Recruitment Procedures

The Company aims to ensure that all recruitment practices and procedures do not discriminate against disabled people. The Company also aims to ensure that selection criteria, including any qualifications and aptitude tests, are relevant or significant in terms of each job. Where necessary, reasonable adjustments will be made to the interview procedures and aptitude tests, if it is known that an applicant has a disability and requires such a reasonable adjustment.

Definition

The concept of diversity accepts that: 'the workforce consists of a diverse population of people. The diversity consists of visible and non-visible differences which will include factors such as sex, age, background, race, disability, sexual orientation, personality and work style. It is founded on the premise that harnessing these differences will create a productive environment in which everybody feels valued, where their talents are being fully utilised and in which organisational goals are met'. (Kandola and Fullerton, 1998)

Guiding Principles

Our diversity principles support Cititec's vision to be regarded as a thought leader; whichever new sector we enter in the future, 'human recruitment' will be the way we do business. It's what we want to be famous for.

We recruit, develop and retain the best people through the use of leading edge policies and practices.

Ensure each customer and employee is treated as an individual and values them for their contribution to the business.

Ensure that our workforce and customer base more closely reflect the different communities in which we operate.

Maximise opportunity for all by recognising and realising potential both in employment and business.

Create and demonstrate shared responsibility at all levels to foster a participatory work environment, employee development and support of organisational values and behaviours.

Enable employees to influence their working patterns to match their work-life priorities and lifestyle changes.

Responsibilities

All employees have a responsibility to ensure that this policy is put into practice. We expect a personal commitment from all employees in making it effective and in setting an exemplary standard for others to follow. Additional and specific responsibilities apply to those who manage staff and to those who are involved in recruitment, promotion, training and development.

All members of staff have a responsibility to:

Understand the values and benefits of equality and diversity;

Familiarise themselves with this policy, follow it, and ensure that any staff for whom they are responsible do so as well;

Draw to the attention of their line manager any instances of apparent discrimination or any perceived problem in relation to employment or to the provision of products and services;

Communication

We will ensure that this policy will be supported by regular and appropriate consultation and communication with employees and customers:

A copy of this policy will be given to all staff, to ensure that our policy is put into practice.

This policy will also be included with tender information and contracts for work undertaken for us by external organisations and individuals.

All our policies, including those relating to equality and diversity, will be monitored for clarity and plain English. We will arrange for them to be made available in translation and/or in another medium where reasonable.

Supplier Diversity

We will ensure that the purchase of goods, services and facilities is undertaken in line with our equality and diversity commitments. We will aim to use agencies or companies who share our values on equality of opportunity and diversity. We will establish procedures to ensure that businesses from diverse communities have an equal opportunity of competing for contracts.

Monitoring and Review

This policy will be monitored and reviewed on a regular basis to ensure effective implementation. For further advice or if you have any questions, please contact the HR Department.