



General Procedure

# **Equal Opportunities - Global**

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## 2 Introduction & Purpose

This procedure defines our commitment to being an equal opportunity employer. Vysus Group will strive to ensure that no individual is subjected to discrimination on the grounds of any of the following protected characteristics: age, disability, gender, pregnancy or maternity, family or marital status, gender reassignment, sexual orientation, race, ethnic origin, religion or belief.

## 3 Terms & Definitions

Term	Definition
Equal opportunity	The right to be treated without discrimination
Direct discrimination	When someone is treated differently and worse than someone else for certain reasons
Indirect discrimination	When there is a practice, policy or rule which applies to everyone in the same way, but it has a worse effect on some people than others
Harassment	Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment. <i>See full definition in Global Grievance Standard</i>
Bullying	Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. <i>See full definition in Global Grievance Standard</i>

## 4 Scope

This procedure provides uniform guidelines and procedures for all Vysus Group (and subsidiaries) employees, contractors, job applicants, interns and students on work experience and associates (collectively referred to as "individuals" throughout this policy), and will apply to all conditions of service including, but not limited to, recruitment and selection, placement, training, promotion, conditions of employment, remuneration, social and recreational activities and termination of employment.

The principles of the procedure will apply equally to the treatment of visitors, clients, suppliers and anyone engaged in business with Vysus Group

## 5 Procedure

Vysus Group are committed to the principles of fairness, consistency and equality. We believe that everyone has a right to equal access to employment as well as being free of any direct or indirect discrimination and harassment or bullying. In order to achieve this, Vysus Group and those engaged in business with Vysus Group, will treat all people it deals with as individuals, in ways that are fair, consistent and tailored to their needs yet aligned to business needs and objectives.

Vysus Group will strive to ensure that barriers are removed that may disproportionately disadvantage those with a protected characteristic to ensure equality of choice, access and share.

All individuals have a duty to act in accordance with this procedure and treat all those whom they deal with on a daily basis with dignity at all times, and not to discriminate or harass other individuals, regardless of their status.

All managers must set an appropriate standard of behaviour and lead by example through their actions and decision making, relating to their team members. Additionally, they must ensure that those they manage adhere to the policy and promote our aims and objectives regarding equal opportunity.

## 6 Application

Vysus Group will not tolerate any acts of direct or indirect discrimination, harassment, bullying or victimisation of anyone engaged in their business in relation to the protected characteristics. Any instances of non-application of this policy will be thoroughly investigated, and where evidence is found of an individual's non-application of this policy, they may be subject to disciplinary action in accordance with the company's Global Disciplinary Standard, up to and including summary dismissal as a result of gross misconduct. Malicious or frivolous allegations will also be considered a disciplinary matter. If an individual believes they have not been treated equally, or has seen such behaviour, they are encouraged to raise this informally with their line manager as soon as possible. If recommended to do so by their manager, the employee should then make the company aware, in writing, by following the grievance standard. No one will be victimised for taking this action and their grievance will be dealt with seriously, in confidence and as soon as possible.

### 6.1 Recruitment

This policy will be applied to all stages of the recruitment and selection process. Vysus Group will ensure that sources of candidates will be monitored to ensure that they do not exclude or disproportionately reduce the number of applications from those with a protected characteristic. Selection criteria and tests will relate to the objective requirements of the job. Recruitment decisions will be made on the basis of those objective criteria and individual's merit. The Company will review its recruitment and selection procedures periodically to ensure that they are appropriate for achieving our objectives and maintaining equal opportunity.

### 6.2 Career Development

Line managers will ensure that decisions relating to and manner of access to opportunities for training, promotion, salary reviews and development are taken based on merit only.

### 6.3 Pay

Equal pay will be paid for work of equal values unless there is genuine material factor which accounts for the variation. Regular equal pay audits will take place to ensure that this is the case.

### 6.4 Dismissal, grievance and discipline

Line managers will ensure that the application of dismissal, grievance and disciplinary standards, including redundancy, reflect all elements of this policy.

### 6.5 Reasonable adjustments

Vysus Group will endeavour to make reasonable adjustments, where practical, to ensure equality of access and participation in business activities and will seek advice and expertise from an Occupational Health provider as necessary. If an individual is disabled or becomes disabled, they are encouraged to discuss this with their line manager as soon as practical in order that Vysus Group can provide as much support as possible and make reasonable adjustments that may help overcome or minimise any difficulties. Where an Occupational Health Provider is engaged, the individual may be requested to attend meetings with them in order to be assessed, enabling expert recommendations to be made to Vysus Group.

## **7 Review**

Vysus Group wants to ensure fair treatment in our employment practices and establish appropriate representation of diverse groups of people in our workforce. In order to review and maintain progress against this commitment and to ensure there is no discrimination against groups of people who may be considered to be at a potential disadvantage, statistics are collected on a regular basis. Your cooperation in this process is therefore much valued, as is any feedback or suggestions you may have for improving this policy.

## **8 Training**

We will give particular attention to raising everyone's awareness and understanding of the application of this policy, whether they be new or established employees