

Document Details

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1 Introduction

1.1 Scope

The purpose of this document is:

- to provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time;
- to not unlawfully discriminate against the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation; and
- to oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

This policy applies to employees, contractors, consultants, temporaries and other workers at Trailight including all personnel affiliated with third parties.

1.2 References

1.2.1 Standards

Standard	Title	Description
ISO 26000:2010	Guidance on social responsibility	Guidelines and underlying principles

1.2.2 Documents

Document Number	Title

1.3 Terms and Definitions

- “we”, “our”, “the company” and “the organisation” refer to Trailight
- “staff” and “workers” means all of those who work under our control, including employees, contractors, interns etc.
- “ELT” refers to the Executive Leadership Team

2 Roles and Responsibilities

2.1 CEO

Our Chief Executive Officer assumes ultimate accountability for equality, supported by the ELT.

2.2 ELT

The ELT is responsible for giving direction to the respective departments and business areas to support this Policy.

2.3 All Staff

All employees of Trailight, at every level, have an individual responsibility for ensuring adherence to this Policy.

3 Policy Statement

3.1 Overview

Trailight is committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation is also committed against unlawful discrimination of customers or the general public.

3.2 Commitment to Equality

We encourage equality and diversity in the workplace as an integrated part of our operating processes.

Our policies and procedures aim to create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all. Individual differences and contributions of all staff at all levels within the business are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

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We take seriously any complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation’s work activities

Such acts will be dealt with as misconduct under the organisation’s grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

We make opportunities for training, development and progress available to all staff. Staff are helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

Decisions concerning staff are where possible based entirely on their performance and contribution to the team and the wider organisation.

3.3 Monitoring Equality

We review employment practices and procedures when necessary to ensure fairness, and also update them and this policy to take account of changes in the law.

In addition, we monitor the make-up of the workforce at every level, regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability.

Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.