



**workflow**solutions

## **Equality & Diversity Policy**

Individuals with different cultures, perspectives and experiences are at the heart of the way Workflow Solutions works. We want to recruit, develop and retain the most talented people, regardless of their background and make best use of their talents. We are guided by our values in everything we do, and recognize that being a diverse and inclusive employer helps us fulfil our responsibility to make a difference for Customers.

We seek to develop a work environment where we treat all employees as individuals, fairly and in a consistent way. We work within the spirit and the practice of the Equality Act 2010 by promoting a culture of respect and dignity and actively challenging discrimination, should it ever arise. We will remove unnecessary barriers for our employees' seeking opportunities through training and development, promotion and career planning.

We will continue to support our leaders, managers and employees to demonstrate the principles of diversity and inclusion in their everyday activities, roles and functions.

### **Equality & Diversity at Workflow Solutions**

At Workflow Solutions, we consider that equality means breaking down barriers, eliminating discrimination and ensuring equal opportunities and access for all groups both in employment, and to goods and services.

We consider diversity to mean celebrating difference and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for Workflow Solutions too.

We acknowledge that equality and diversity are not inter-changeable but inter-dependent. There can be no equality of opportunity if difference is not valued and harnessed.



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## Scope

The rights and obligations set out in this policy apply equally to all employees, whether part time or full time on a substantive or fixed-term contract, and also to associated persons such as secondees, agency staff, contractors and others employed under a contract of service. You have personal responsibility for the application of this policy. As part of your employee induction, you are expected to read and familiarize yourself with this policy, ensure that this policy is properly observed and fully complied with and to complete the declaration below (Page 4). This policy is also of particular relevance to directors, line managers and other employees concerned with recruitment, training and promotion procedures and employment decisions which affect others.

## Workflow Solutions commitment

Every employee is entitled to a working environment that promotes dignity, equality and respect for all. Workflow Solutions will not tolerate any acts of unlawful or unfair discrimination (including harassment) committed against an employee, contractor, job applicant or visitor because of a protected characteristic:

- sex;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race (including ethnic origin, colour, nationality and national origin);
- disability;
- sexual orientation;
- religion and or belief; and
- age.

Discrimination on the basis of work pattern (part-time working, fixed term contract, flexible working) which is unjustifiable will also not be tolerated.

All employees will be encouraged to develop their skills and fulfil their potential and to take advantage of training, development and progression opportunities in Workflow Solutions. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability.

No form of intimidation, bullying or harassment will be tolerated. If you believe that you may have suffered discrimination because of any of the above protected characteristics, you should consider the appropriateness and feasibility of attempted informal resolution by discussion in the first instance with your line manager or another colleague in a relevant position of seniority.



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Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the appropriate procedure. Workflow Solutions will ensure that individuals who make such allegations in good faith will not be victimised or treated less favourably by Workflow Solutions as a result. However, false allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under Workflow Solutions Discipline Policy within our Code of Conduct.

A person found to have breached this policy may be subject to disciplinary action under Workflow Solutions Discipline Policy.

Employees may also be personally liable for any acts of discrimination prohibited by this policy that they commit, meaning that they can be sued by the victim.

## When does this policy apply?

This policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to your work (e.g. at meetings, social events and social interactions with colleagues) or which may impact on Workflow Solutions reputation (e.g. the expression of views on social media, contrary to the commitments expressed in this policy, that could be linked to Workflow Solutions).

We set out below some specific areas of application:

### **I. Recruitment**

Selection for employment at Workflow Solutions will be on the basis of aptitude and ability. Where possible.

### **II. Training**

You may also be required to participate in training and development activities from time to time, to encourage the promotion of the principles of this policy.

### **III. Promotion**

All promotion decisions will be made on the basis of merit, and will not be influenced by any of the protected characteristics listed above. Promotion opportunities will be monitored to ensure equality of opportunity at all levels. Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers to promotion.

### **IV. During employment**

The benefits, terms and conditions of employment and facilities available to Workflow Solutions employees will be reviewed on a regular basis to ensure that access is not restricted by unlawful means and to provide appropriate conditions to meet the special needs of disadvantaged or under-represented groups.



## **Workflow Solutions legal duties**

As a public body, Workflow Solutions is additionally subject to public sector equality duties under the Equality Act 2010. This policy will be reviewed on an ongoing basis by Workflow Solutions to assess its effectiveness and may be amended from time to time.

This policy is for guidance only and does not form part of your contract of employment.

## **Equality & Diversity Declaration**

I have read and understood Workflow Solutions Equality and Diversity Policy and agree to work to the expected standards. Regardless of my background and circumstances, I agree to treat all colleagues and visitors with respect and dignity while carrying out the duties and responsibilities of my role at Workflow Solutions

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_