
Inclusion and Diversity Policy

Record plc

Last reviewed 1 October 2022



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Record plc is committed to encouraging equality, diversity and inclusion 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.

Purpose

The policy's purpose is to:

- Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
- Not unlawfully discriminate because of 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 and sexual orientation.
- Oppose and avoid all forms of unlawful discrimination.

The following forms of discrimination are prohibited under this policy and are unlawful:

- **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
- **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
- **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
- **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

Our commitments

- Regularly reviewing and updating this policy.
- Reviewing employment practices and procedures when necessary to ensure fairness.
- Making decisions concerning job applicants and staff on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act) and ensuring that recruitment practices are carried out objectively, systematically and in line with the requirements of employment law.
- Make opportunities for training, development and progress available to all staff. All staff will be encouraged to develop to their full potential.
- Treating part time and fixed term employees as comparable to full time or permanent employees, ensuring they enjoy no less favourable terms and conditions (on a pro rata basis where appropriate), unless different treatment is objectively justified.
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination. Promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

Monitoring and Reporting

- Quarterly updating and reporting progress against our Diversity and Inclusion Action plan, which outlines the actions we must take to meet our long-term goals surrounding diversity in recruitment, development and progression, inclusivity in the workplace and accountability.
- Monitor the make-up of the workforce in terms of age, gender, and ethnic background in order to help us meet the aims and commitments set out in this policy and in our action plan. We will continue to assess need to monitor other information such as sexual orientation, religion or belief, and disability.

The Company and individual staff may be held responsible for unlawful discrimination or harassment and the Company will take seriously 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.

The Company has established grievance procedures for any member of staff who believes they have been discriminated against or harassed, or believes that someone else is being discriminated against or harassed in work (please see Grievance Procedure).



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