



Equality, Diversity and Inclusion Policy

June 2023

The Organisation is fully committed to providing equal opportunities for all employees, workers and job applicants. Ephesea UK aims to create a culture that encourages and values diversity and that appoints, rewards and promotes staff based on merit.

It is unlawful to discriminate against any employee, worker or job applicant because of any “protected characteristic”, namely age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race (including colour, nationality and ethnic or national origin), religion or belief, sex or sexual orientation.

It is unlawful for an employer to fail to make reasonable adjustments to its requirements, working practices or the physical features of the workplace where these put a disabled job applicant or employee at a substantial disadvantage. It is also unlawful discrimination where a disabled employee is at a substantial disadvantage due to the employer's unreasonable failure to provide an auxiliary aid or service to the disabled employee.

The aim of the policy is to ensure no job applicant or employee is discriminated against either directly or indirectly on any unlawful grounds.

The Organisation has overall responsibility for ensuring that this policy is implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

A copy of the policy will be made available for all employees and made known to all applicants for employment. The Organisation will maintain a neutral working environment in which no worker feels under threat or intimidated. The Organisation commits to encourage equality, diversity and inclusion in the workplace and to ensure 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.

Discrimination is unacceptable and breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

If an employee considers that they may have been unlawfully discriminated against, they may use the Organisation's Grievance Procedure to make a complaint.

Any suspicion of discrimination can be reported in confidence to the Executive Director or in line with the Organisation's "Whistleblowing Policy".

Recruitment, selection and career development

The Organisation will endeavour, through appropriate training, to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

Line Managers will receive Unconscious Bias Training.

Job descriptions will be in line with this equality, diversity and inclusion policy. Job requirements will be reflected accurately in any person specifications. The Organisation will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

All applicants who apply for jobs with the Organisation will receive fair treatment and will be considered solely on their ability to do the job.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Short listing and interviewing will be carried out by more than one person where possible. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

Promotion and career development will be made on merit.

Monitoring

The Organisation may, where data is made available to us by employees and job applicants, monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems which may be identified as a result of the monitoring process.

Development of the Policy

The Organisation is committed to improving our understanding of Equality, Diversity and Inclusion and to participating in relevant initiatives and working groups established to address these issues.

Our approach to Equality, Diversity and Inclusion will continue to evolve as our organisational understanding of the issues grow.