

Equality and Diversity Policy

This Policy applies to all the employees of Silicon CPV Ltd ('the Company').

The Company is committed to creating a culture which respects and values each individuals' differences, that promotes dignity, equality and diversity and encourages individuals to develop and maximise their true potential.

It is the Company's policy to treat all employees, potential employees, customers and stakeholders on a fair basis and equally regardless of sex, sexual orientation, gender status, marital status, civil partnership status, health or disability status, race, colour, nationality, ethnicity, religion, age, political belief. The Company will ensure that conditions are created that do not disadvantage individuals on any of the above grounds.

Our policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment.

The Company is committed to the implementation of this policy and to a programme of action to ensure that the policy is fully effective. All staff are required to comply with and act in accordance with this Policy to ensure equal opportunity, at all times. Any act of discrimination by employees or any failure to comply with the terms of the policy will result in disciplinary action.

Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees. Every Manager and employee have a personal responsibility for the implementation of the policy. Any questions in relation to this Policy should be addressed to the HR Department. All employees should at all times be aware of the importance that the Company attaches to its Equality & Diversity Policy. All employees must ensure that their actions, attitudes and behaviour do not directly or indirectly discriminate against others.

Our Commitment

The Company is committed to equality in opportunity and elimination of direct and indirect discrimination, harassment and victimisation of employees, job applicants, customers and external stakeholders. We aim to maintain a working environment where no individual receives less favourable treatment with relation to

- Sex
- Race
- Religion or belief
- Colour
- Nationality
- Age
- Ethnic origin
- Marital or parental status
- Gender
- Sexual orientation
- Physical or mental health

We are committed to creating an environment in which individual differences and the contributions of all our employees are recognised and valued;

- We ensure that every employee has a working environment that promotes dignity and respect to all. This includes non-tolerance of intimidation, bullying or harassment.
- Employees experiencing any form of intimidation, bullying or harassment or any other form of discrimination should submit their grievance to the HR Department
- Training, personal development and career progression opportunities are available to all employees
- Equality in the workplace is essential for good management practice and good business etiquette
- We regularly review all employment practices and procedures to ensure fairness
- The Company takes seriously any breaches of our Equality & Diversity Policy and such breaches will be dealt with on a case by case basis resulting in misconduct and disciplinary proceedings.

Protected Characteristics

Current legislation defines protected characteristics as follows;

- Age - This refers to an individual belonging to a particular age (e.g. 25-year-old) or a range of ages (e.g. from 18 - 30-year olds).
- Disability – An individual has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.
- Gender reassignment - The process of transitioning from one gender to another.
- Marriage and civil partnership Marriage are defined as a 'union between two individuals'.
- Pregnancy and maternity - Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. Protection against maternity discrimination is after giving birth, and includes treating a woman unfavourably because she is breastfeeding.
- Race - A group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.
- Religion and belief – Religion and philosophical beliefs also including lack of belief (e.g. Atheism). Generally, a belief can affect your life choices or the way you live for it to be included in the definition.
- Gender – Defines if the individual is either a man or a woman.
- Sexual orientation - Whether a individual's sexual attraction is towards their own sex, the opposite sex or to both sexes.
- Types of Discrimination - Occurs when someone is treated less favourably than another individual because of a protected characteristic.
- Associative discrimination - This is direct discrimination against someone because they associate with another person who possesses a protected characteristic (e.g. a mother of a disabled child).

- Perceptive discrimination - This is direct discrimination against an individual because other individuals think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.
- Indirect discrimination - This can occur when a condition, rule, policy or a practice applies to everyone but may particularly disadvantage people who share a protected characteristic.
- Harassment – This is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Harassment may also include complaints of behaviour that is found to be offensive even if it is not personally directed at the individual and the complainant need not possess the relevant characteristic themselves. The protection is extended to those individuals protected from harassment because of perception and association.
- Victimisation- This occurs when an individual is treated badly because they have made or supported a complaint or raised a grievance under the legislation; or because they are suspected of doing so. An individual is not protected from victimisation if they have maliciously made or supported an untrue complaint.

Procedure

As an equal opportunity Company, we recognise the need for continual review and action in order to promote equality of opportunity. Each individual has a personal responsibility to implement this policy.

The Company requires that its customers, suppliers, contractors and the general public are treated consistently within this policy.

Decisions with regards to recruitment, training and promotion will only be made with reference to the requirements for that position. Individuals involved in recruitment, training or promotion will be provided with equal opportunities training, and should request additional training should they feel it is necessary.

Employees who are disabled, or become disabled in the course of their employment should inform the Company about their disability and may also wish to advise the Company of any “reasonable adjustments” to their job or working conditions or environment that might be necessary to assist them in the performance of their duties. Careful consideration will be given to any proposals and, where reasonable and reasonably practicable such adjustments will be made. There may, however, be circumstances where it will not be reasonable or reasonably practicable for the Company to accommodate those proposals.

All employees and job applicants will be asked to complete a form denoting their gender, race, ethnic origin, and any disabilities. The Company guarantees that the information provided on this form will be used solely for the purpose of monitoring the effectiveness of its Equality & Diversity Policy.

The Company workforce and job applicants will be monitored on a regular basis. Should inequalities in recruitment, training or promotion become apparent, positive action may be required to redress the imbalance.

Any individual who harasses another individual or treats another person less favourably on the grounds of their sex, sexual orientation, trans-gender status, marital status, civil partnership status, pregnancy/maternity, race, colour, nationality, ethnic or national origin, religion/ belief, age, disability, union membership status or political belief will be subject to the Disciplinary and Dismissal Procedure.

Recruitment

The Company will ensure that:

- We will not discriminate unlawfully in arrangements for determining who should be offered employment;
- We will not discriminate unlawfully on the terms on which employment is offered; and
- We will not discriminate unlawfully by refusing to offer employment.

Sources of Candidates for Recruitment

Sourcing of applicants should include not only local, national and trade press, but also a combination of the following: employment agencies, employment services, search and selection consultants, existing employees, direct applicants, schools, careers, further and higher education establishments etc. as appropriate.

Advertising

It is necessary to state that the Company is an equal opportunities employer in all recruitment advertising (both internal and external), and that the Company welcomes applications from all people regardless of sex, sexual orientation, trans-gender status, marital status, civil partnership status, pregnancy/maternity, race, colour, nationality, ethnic or national origin, religion/ belief, age, disability, union membership status or political belief. Clear instructions must be given with regards to how an application should be made.

Interviews

The interview is the stage of the process at which the recruiter is most vulnerable to his/her own subjectivity. Interviews should always be confirmed in writing or the preferred format for a visually impaired candidate. Under provisions in the current legislation, the Company has a duty to make reasonable adjustments at interview for a disabled candidate such as:

- holding an interview on the ground floor for a wheelchair user; or
- allowing the candidate to be accompanied by a signer or interpreter.

All candidates will be asked prior to their interview if they have any special requirements in order for them to not be disadvantaged at the interview stage.

Selection

The selection criteria described within the job specification and person specification are designed so that;

- Only relevant competencies are measured and only at the relevant level; and

- That candidates that are equally able to do the job to meet the assessment criteria regardless of sex, sexual orientation, trans-gender status, marital status, civil partnership status, pregnancy/maternity, race, colour, nationality, ethnic or national origin, religion/ belief, age, disability, union membership status or political belief.

Promotion and Transfer

All criteria used by the Company that contributes to the decisions for promotion or transfer must be objective, free from bias, justifiable and must not discriminate unlawfully either directly or indirectly.

Training

The selection criteria used for access to training should not discriminate unlawfully either directly or indirectly. The Company has formulated a consistent approach to occupational training. The Company promotes a fair and consistent training plan obtained through the personal development and appraisal system. As part of this process an individual's needs are assessed against the following criteria:

- requirement for the individual's current job;
- requirement for a job to which the candidate is to be promoted;
- legal or best practice requirements; and
- personal development.

Performance Reviews

The Performance Review discussion must be conducted in such a way that it does not discriminate against a person on the grounds of sex, sexual orientation, trans-gender status, marital status, civil partnership status, pregnancy/maternity, race, colour, nationality, ethnic or national origin, religion/ belief, age, disability, union membership status or political belief.

Communications

It is the Company's policy to make every effort to avoid the use in all its internal and external communications of gender-biased language and oppressive or offensive terminology and imagery, and to promote inclusive language and imagery.

Concerns about Discrimination

If you have any concerns regarding inequality of opportunity you should pursue the matter through the Company's Grievance Procedure. Nobody will be penalised for raising such a complaint unless it is untrue and made in bad faith.

Breaches of the Equality & Diversity Policy

Any employee who does not implement the Equality and Diversity Policy will be subject to disciplinary action up to and including summary dismissal. We are committed to:

- Adhering to the principles and practices of equal opportunities and ensuring that it is the duty of all employees to accept personal responsibility for implementing and adhering to the principles of equal opportunity and maintaining harmony in the work environment;
- Actively promoting equal opportunities throughout the organisation through the application of employment policies and practices which will ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential, skills and abilities.

The Company will ensure all individuals comply with these principles;

- That all individuals are recruited, remunerated, promoted and trained on objective criteria having regard to their relevant aptitudes, potential, skills and abilities. In particular, no applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute direct or indirect unfair discrimination;
- Monitoring the composition of our employees and applicants for jobs on an anonymous basis at all levels;
- Monitoring the number and outcome of complaints under the Equality & Diversity Policy;
- That no employment decision will be taken based on irrelevant or discriminatory criteria; and
- Where the Company needs allow, working patterns will be reviewed so as to enable us to offer flexible working where practicable, to employees and to applicants for employment who have 'carer' or childcare responsibilities.

Monitoring and Assessment

The Company will assess and review the effectiveness of the Equality and Diversity Policy, and the impact of all other relevant policies and practices on all employees.

19th August 2020