

New Model

in Technology
& Engineering

NMiTE Equal Opportunities and Dignity in the Workplace Policy

Our Commitment to you as our employee and associate is to create, foster and engender a positive inclusive culture that promotes a mutual respect for each other and the values, beliefs and individual differences we all hold. They are what make us individual and collectively are what creates diversity and strength within NMiTE.

We will provide equal opportunities to job applicants and employees of any age, disability, gender or sexual orientation, race (including colour, nationality, ethnic or national origins), religion or belief, marital status, or employment status.

We actively encourage and will strive for an equal gender balance within NMiTE and will not condone or tolerate discrimination or unacceptable behaviour in our recruitment or employment practices. We have a tolerant and social culture that benefits everyone.

Our Key Principles

All employees and applicants will be:

- Treated fairly, respectfully and with dignity
- Recognised for the contribution they make as individuals and valued for who they are and what they will become
- Supported
- Provided with fair and equal access to training, personal development, reward and developmental opportunities
- Accountable for the impact of their own behaviour and actions and cognisant and aware of those of all those around them to be good citizens of the NMiTE culture

NMiTE Employees are all equally accountable for their own behaviours and have a duty to behave responsibly, with integrity and in a way which is respectful of others. All our colleagues have these accountabilities and so must support those around them to behave appropriately at all times.

NMiTE Leaders and Managers are those assigned managerial roles and have a further responsibility to promote and implement the principles of this policy. They are also responsible for responding appropriately to any reports of harassment or discrimination

and ensuring issues are dealt with in a timely, fashion through appropriate channels and processes.

Policy Definitions

Direct Discrimination: occurs when you have been treated differently and less favourably than someone else because of who you are.

Indirect Discrimination: occurs when an employer has a practice, policy or rule which applies to other people at work in the same way and so seems fair, but it has a worse effect or particularly disadvantages a person or someone like that person because of who they are.

Harassment: is unwanted conduct that has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or is reasonably considered by that person to have the effect of violating his/her dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for him/her, even if this effect was not intended by the person responsible for the conduct.

This can be physical, verbal or written. It may take the form of bullying, victimisation, or the misuse of authority, and could be one incident or repeated behaviour.

Bullying: Is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient

Victimisation: Is when an individual is treated badly or less favourably than others in the same circumstances because they have made a complaint or an allegation of discrimination, harassment or bullying or given information regarding such a complaint or allegation under the Equality Act.

The Informal Approach

If you think you are being bullied or harassed, you may be able to resolve matters informally.

If you feel that you or a colleague have been treated in a manner that is inconsistent with the principles of this policy, you should raise this with the individual(s) concerned as soon as possible. The person may not know that his or her behaviour is unwelcome or upsetting. You may feel able to approach the person yourself, or with the help of a trusted colleague, to identify and gain a resolution. You should tell the person what behaviour you find offensive and unwelcome and say that you would like it to stop immediately.

If an informal approach does not resolve matters, or you think the situation is too serious to be dealt with informally, you can make a formal complaint by using our grievance procedure. In the case of grievances about bullying or harassment, the normal grievance procedure is modified so that if the issue relates to that person, you are able to raise it with

another manager or more senior person within the organisation. Alternatively, raise the issue or incident with the HR advisory contact.

The organisation will treat complaints of bullying and harassment sensitively and maintain confidentiality to the maximum extent possible.

The Formal Approach

Where the informal procedure has either been unsuccessful, or it is not appropriate because of the seriousness of the allegation, the formal grievance procedure may be used. You should follow the guidance on our Grievance Resolution Process for more support and details.

This formal approach will trigger NMiTE to take appropriate action. This may include some form of intervention, mediation, training or coaching.

For more serious allegations and conduct that is unacceptable and destructive to our ways of working, we may invoke disciplinary or capability procedures.

Acts of discrimination, harassment, bullying or victimisation against employees or employer partners are disciplinary offences and will be dealt with under the organisation's disciplinary procedure. Conduct of this type will often be gross misconduct which can lead to dismissal without notice.

You have a right not to be victimised for making a complaint in good faith, even if the complaint is not upheld. However, we would not expect any NMiTE colleague to make vexatious or knowingly untrue allegations. And should this occur this consequently may lead to disciplinary action being taken against you.

Your responsibilities to NMiTE and your colleagues

It remains every employee's responsibility to assist the organisation to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination.

This policy and its provisions provide fair, transparent and honest resolution to genuine complaints. If formal action is deemed appropriate in certain circumstances, including disciplinary action, this will be managed within our discipline or capability procedures.

Please see these policies for further details and courses of action.

You should always feel able to receive advice and support at NMiTE.

This policy will be reviewed periodically
Last reviewed: May 2018.