

EQUALITY, DIVERSITY AND INCLUSION POLICY

Our Commitment

Enshore is committed to promoting equal opportunities in employment and creating a workplace culture in which diversity and inclusion is valued and everyone is treated with dignity and respect. As part of our zero-tolerance approach to discrimination in any form. Employees and Job Applicants shall receive equal treatment regardless of any age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics). For more information on protected characteristics please contact the HR department.

About this Policy

This Policy sets out the Company's approach to equal opportunities and the avoidance of discrimination at work. Our aim is to encourage and support diversity, equity and inclusion and actively promote a culture that values difference and eliminates discrimination in our workplace. It shall apply to all aspects of employment, including recruitment, pay, benefits and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment. This Policy shall not form part of any Employee's contract of employment and the Company may amend it at any time.

This Policy shall apply to all Employees, Officers, Consultants, Contractors, Volunteers, Interns, Casual Workers and Agency Workers. The Head of People shall be responsible for this Policy and shall review it annually.

Diversity and Inclusion Training

Managers shall be provided training on recognising and avoiding discrimination, harassment and victimisation and promoting equality of opportunity and diversity in the areas of recruitment, development and promotion. The Head of People has overall responsibility for equality training, for Staff and Managers as appropriate.

We will provide you with regular training to ensure that everyone is aware of and understands the contents of this Policy and the Anti-Harassment and Bullying Policy. Following the training, you will be required to confirm that you have read, understand and will comply with this Policy and the Anti-Harassment and Bullying Policy.

Discrimination

Employees must not unlawfully discriminate against or harass other people including current and former Employees, Job Applicants, Clients, Customers, Suppliers and Visitors. This shall apply in the workplace, outside the workplace (when dealing with Customers, Suppliers or other work-related contacts or when wearing a work uniform and on work-related trips or events including social events). 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 their Gender.
- 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 shall 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. Harassment is dealt with further on in our Anti-Harassment and Bullying Policy
- Victimization: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment. This includes where someone mistakenly believes that the person victimised has done so.
- 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

Recruitment and Selection

Recruitment, promotion and selection exercises such as redundancy selection shall be conducted on the basis of merit, against objective criteria that avoid discrimination. When recruiting or promoting, we will aim to take steps to improve the diversity of our workforce and provide equality of opportunity. Shortlisting (and interviewing) shall be performed by more than one person if possible. Our recruitment procedures will be reviewed regularly to ensure that individuals are objectively assessed on the basis of their relevant merits and abilities.

Vacancies shall generally be advertised to a diverse section of the labour market. Advertisements shall avoid stereotyping or using wording that may discourage particular groups from applying. Job Applicants shall not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants shall not be asked whether they are pregnant or planning to have children.

Job Applicants shall not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the Applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

We are required by law to ensure that all Employees are entitled to work in the UK. Assumptions about immigration status should be made based on appearance or apparent nationality. All prospective Employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts to satisfy current immigration legislation. The list of acceptable documents is available from the HR Department or UK Visas and Immigration.

Disabilities

If you are disabled or become disabled, you are encouraged to inform the Company about your condition so that reasonable adjustments or support can be considered that may be appropriate.

Part-time and Fixed-term Work

Part-time and fixed-term Employees shall be treated comparable as full-time or permanent Employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate) unless different treatment is justified.

Breaches of this Policy

Enshore shall take a strict approach to breach of this Policy, which shall be dealt with in accordance with the Company Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

If an Employee believes that they have suffered harassment, bullying or discrimination, witnessed it happening in the workplace, they can raise the matter through the Company Grievance Procedure or Anti-Harassment and Bullying Policy. Complaints shall be treated in confidence and investigated as appropriate. Employees must not be victimised or retaliated against for complaining about discrimination. If you believe you have been victimised for making a complaint or report of discrimination or have witnessed it happening in the workplace, you should raise it through our Grievance procedure.

We encourage the reporting of potential discrimination, this assists us in ensuring that diversity, equality and inclusion principles are adhered to. However, making a false allegation deliberately shall be treated as misconduct and dealt with in accordance with the Company Disciplinary Procedure.



Pierre Boyde
Managing Director
January 2024