



DIVERSITY, EQUITY & INCLUSION POLICY

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DIVERSITY, EQUITY & INCLUSION POLICY

Policy Overview

The aim of this policy is to outline SCIRIS's commitment to complying with the Equality Act 2010, and to promoting diversity, equity, and inclusion across the Group and in our interactions with third-party clients and suppliers, as well as the wider society.

It is our belief that every person at SCIRIS should be treated fairly and with the dignity and respect they deserve, regardless of their characteristics which may include those protected by UK Government legislation, as well as those that are not protected. See definitions below for a list of characteristics.

Definitions

Diversity: This is a perceived difference in characteristics in comparison to another person or group. Depending on their characteristics, each person will experience different privileges and non-privileges e.g., a black woman compared to a white man; or a poor old man compared to a rich young woman.

Equity: This is an approach that ensures an individual's needs are met. This is opposed to people being treated equally which may not be applicable in all circumstances because often one person does not need what another person needs, for example, a way a person is managed or training opportunities which may differ from person to person depending on their needs.

With regards to reward, pay equity is equal pay for work of equal value; and equal pay for equal work addresses situations in which men and women do the same work.

Inclusion: This is an experience of authenticity where a person feels safe, seen, heard, respected, and engaged, regardless of their personal characteristics, while interacting with one or more people. It is also the practice of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized.

Protected Characteristics: These are legally protected by UK Government legislation in the form of the Equality Act 2010 which means it is against the law to discriminate against a person who has these characteristics. These include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Non-Protected Characteristics: These are not protected by law but a person with these characteristics may still experience discriminatory behaviour which is unacceptable and is strongly discouraged.

Our Commitment

As a company, we have a responsibility to foster a culture where you can thrive; feel engaged and motivated to do meaningful work; feel valued; and add value through supporting your own growth, as well as that of the business and our clients. With this in mind, we are committed to being proactive in our efforts to achieve the following:

- To create a safe space to openly discuss and raise awareness of diversity, equity, and inclusion across the Group; what it means exactly; and how it affects each of us personally through our lived experiences. This can be achieved through training sessions as well as informal meetings.
- To safely discuss non-work topics such as gender, race, mental health, and discrimination, to remove stigmas, and encourage people to speak up and no longer cover aspects of themselves at work.
- To recognise, understand and celebrate our individual differences and contributions, so that we can foster an open, creative, and collaborative culture.
- Upskill Managers on how to manage the self and others to prevent harassment, bullying, victimisation, discrimination, and promote positive employee experiences.
- Monitor the diversity of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religious beliefs, and disability etc for reporting purposes; to improve diversity and business performance; and to help design and implement Environment, Social & Corporate Governance (ESG) initiatives.
- Ensure all people are treated with dignity and respect throughout the entire employee lifecycle from recruiting and hiring; growing and keeping; and through to them leaving.
- Consider and include all the above in any employee engagement initiatives, incorporating them into action plans which will be created and agreed by Senior Management.
- Senior Management to be responsible for leading the implementation of any relevant actions, and for reviewing, evolving, and reporting on the outcomes.

Manager Responsibilities

Managers of all levels across the Group will ensure that they and their team comply with this policy and its commitments, ensuring that all reasonable and practical steps are taken to avoid discrimination and to promote a positive employee experience for every person. Each manager will ensure that:

- They always practice effective communication and collaboration skills, setting a strong example for their teams, colleagues, third-party clients and suppliers.
- Their team are aware of these commitments, what they mean, and the importance of them.
- They oppose and avoid all forms of discrimination, unlawful or otherwise, and this includes activity throughout the following people-related activities:
 - Drafting job advertisements;
 - Interviews and aptitude tests;
 - Selecting and hiring new employees;
 - Providing training to employees;
 - Awarding benefits and bonuses;
 - Defining roles and responsibilities;
 - Dealing with disciplinary matters;
 - Dealing with employees who are regularly absent from work whether long term or short term;
 - Dealing with employees who have difficulty doing their job properly for whatever reason;
 - Managing promotion, salary and bonus reviews;
 - Managing employees who are injured or become ill during their employment; and
 - Dealing with leavers regardless of the reason.
- They deal with grievances concerning discrimination as fairly and quickly as possible, always treating the individual with empathy and respect.
- They promote an increasingly diverse workforce through attracting, growing, and keeping diverse candidates in roles of all levels across teams.
- They maintain proper records with support from HR.

Employee Responsibilities

Employees of all levels are responsible for ensuring there is no discrimination in their daily working lives at SCIRIS. Your attitude and behaviours help foster an inclusive empowering culture through your interactions with colleagues, and you are required to:

- Comply with the commitments outlined in this policy.
- Avoid discriminating against others in your daily work or inducing others to do so.
- Do not victimise, harass, or intimidate other employees or groups who may have a personal characteristic or characteristics that may be protected or otherwise.
- Inform your Manager if you become aware of any discriminatory practice or behaviour.

Third-Party Interactions

It is unacceptable for any of our third-party clients and suppliers to harass or discriminate against an SCIRIS employee for a characteristic that may be protected or otherwise. If you have experienced this and you are concerned, please inform your Manager or HR as soon as you feel comfortable to.

If you agree, we will investigate the situation. This may involve gathering information and evidence, and it may require arranging meetings with both parties to ascertain all the facts.

If the fault lies with the third-party client or supplier, we will ask the relevant Manager to take appropriate action with the individual involved. We will also take all reasonable steps to ensure you feel safe while working, and the behaviour does not happen again to you or others.

Supporting Disability

A person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal daily activities.

All Managers have a responsibility to support people with a disability, and are required to ensure the following:

- Give full and proper consideration to people with a disability who apply for jobs, making reasonable adjustments for their aptitudes and abilities to allow them to be able to do the job.
- With the help of HR, make reasonable adjustments to maintain the services of an employee who is disabled or becomes disabled, e.g., ensure the office is accessible; to provide special office and technical equipment; or to put a flexible working arrangement in place if required.
- Foster an inclusive culture within your team, so they feel safe and valued, and able to be collaborative and add value to the team.
- Factor in their needs when arranging any career development opportunities, e.g., attending conferences or training sessions.

Monitoring

To help foster a diverse, equitable and inclusive working environment for all our employees, SCIRIS deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the Group.

To help support this commitment, measures will be introduced to monitor the effectiveness of this policy and its impact. These measures will involve:

- The routine collection and analysis of information on employees including age, gender, ethnic origin, sexual orientation, religion and beliefs, and disability among others where appropriate.
- Monitor our daily people-related activities to ensure opportunities are available to all individuals regardless of their personal characteristics, and without discrimination.
- Cross reference these policy commitments with any activity involving individuals who have experienced or who have demonstrated behaviours outlined in other key employment policies including our Grievance Policy and Disciplinary Policy.
- Where appropriate, carry out impact assessments to ensure those who have reported grievances have been appropriately supported throughout their case.

If monitoring shows that our company, or areas within it, are not representative, or that sections of our workforce are not progressing as expected, then actions will be developed to address these issues. These will be led by Senior Management and implemented by all Managers.

Reporting a Grievance

If you think you are being bullied, harassed, or discriminated against, you may be able to sort out matters informally. The person may not know that their behaviour is unwelcome or upsetting. You may feel able to approach the person yourself or with the support of a colleague. You should tell the person what behaviour you find offensive and unwelcome and ask for it to stop immediately.

If an informal approach does not resolve matters or you think the situation is too serious, you can make a formal complaint by using the procedure outlined in our Grievance Policy, and by either speaking with your Manager or HR.

All complaints will be investigated promptly. You will have the right to be accompanied by a colleague of your choice at any meeting dealing with your grievance. You will be kept informed of the general progress of the investigation and the outcome including any actions to be taken.

SCIRIS will treat complaints of bullying, harassment, and discrimination sensitively and maintain confidentiality. You have a right not to be poorly treated for making a complaint in good faith, even if the complaint is not upheld. If a complaint is made in bad faith, i.e., it is intentionally untrue, this may need investigating and may result in disciplinary action depending on the severity of the situation.

If you have any questions, do speak with your Manager or HR.