

# Equality, Inclusion and Diversity Policy



Ensuring fair treatment and opportunity for all

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## Introduction

Rowe is made up of brilliant people, each one is unique, whether in terms of background, personal characteristics, experience, skills or motivations. We value our people for the differences they bring to the table. This policy outlines our commitment throughout the employment lifecycle to equality, diversity and inclusion and sets out how we put this commitment into practice

The terms equality, inclusion and diversity are at the heart of this policy.

‘Equality’ means ensuring everyone has the same opportunities to fulfil their potential free from discrimination.

‘Inclusion’ means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution.

‘Diversity’ means the celebration of individual differences within the workforce. We will actively support diversity and inclusion and ensure that all our employees are valued and treated with dignity and respect. We want to encourage everyone in our business to reach their potential.

We recognise that discrimination is unacceptable and although equality of opportunity has been a long-standing feature of our employment practices and procedure, we have made the decision to adopt a formal policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action up to and including dismissal.

## Purpose

The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

## Scope

The policy covers all employees, contractors, temporary workers, and job applicants and applies to all stages of the employment relationship.

## Our commitment

We believe that diversity and inclusion bring benefits to the business and that people work better when they can be themselves and feel that they belong. Equality and equity form this foundation promoting kindness and dignity for all.

We are committed to providing a working environment that is free from discrimination, harassment or victimisation and will ensure that our recruitment, promotion, and retention procedures do not discriminate.

### What we expect

Rowe expects all our people to take responsibility for observing, upholding, promoting, and applying this policy. This includes treating all colleagues and customers fairly and with dignity, trust, and respect.

Sometimes, this may mean allowing for different views and viewpoints and making space for others to contribute. By embedding such values and constructively challenging inappropriate comments or ways of working, you can help us achieve and maintain a truly inclusive workplace culture.

If any of our people are found to have committed, authorised or condoned an act of discrimination, harassment, victimisation or bullying, we will take action against them under our Disciplinary procedure.

### Discrimination

The Equality Act 2010 prohibits discrimination because of certain protected characteristics. These are:

- disability;
- sex;
- gender reassignment;
- marital or civil partnership status;
- race;
- religion or belief;
- sexual orientation;
- age; and
- pregnancy or maternity.

Discrimination can be intentional or unintentional and may occur directly, indirectly, by association, or by perception.

Please refer to our **Personal Harassment Policy** for further information on our procedure for reporting harassment.

## Disability Inclusion

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Rowe understands that some people find it hard to discuss their disabilities and that some disabilities are invisible. Psychological safety, where people feel able to speak up about their experiences without fear of negative consequences, is paramount to ensuring disability inclusion.

If you have a disability, you do not have to tell us. However, we would encourage you to let us know so that we can support you, for example by making reasonable adjustments to aspects of your role, or to our working practices.

If you are experiencing difficulties at work because of your disability, please contact your line manager to discuss potential reasonable adjustments that may alleviate or minimise such difficulties. We may need to discuss your needs with you and your medical adviser to help us get the right support in place.

If you have a disability, or you care for someone with a disability, and need emotional support or help with practical issues, please contact our employee assistance programme for free, confidential advice. Details of how to access this service are available on our SharePoint site.

## Recruitment

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The recruitment and selection process is crucially important to any equality, inclusion and diversity policy. We 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.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

Job descriptions, where used, will be revised to ensure that they are in line with this policy.

Job requirements will be reflected accurately in any personnel specifications.

We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.

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

Applicants will be asked at the outset if they require any reasonable adjustments to be made to the recruitment process.

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.

We will not disqualify any applicant because he/she/they is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job. Selection decisions will not be influenced by any perceived prejudices of other staff.

## Training and Promotion

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All new starters must attend equality, diversity and inclusion training as part of their onboarding programme.

Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.

All promotion will be in line with this policy

## Version Control Information

<b>Issue</b>	<b>Description of change</b>	<b>Author</b>	<b>Date</b>
1	Initial Issue	HR	21/04/2020
1.1	Review. No changes	HR	31/3/2021
1.2	Review. No changes	HR	17/3/2022
1.3	Updated layout	HR	3/1/2023