

EQUALITY, DIVERSITY & INCLUSION POLICY



Policy Statement

SCCS are committed to operating its business activities in a manner which does not deny any group or individual equality (of opportunity or treatment) on any ground, including (but not limited to) race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation, religion, belief or any other irrelevant factor.

Our values incorporate honesty, openness and respect in an environment that encourages supportive and inclusive teamwork. Embracing diversity means that we can embrace a full breadth of ideas and ways of working that complement our innovative approach to our business operations. It also encourages a positive work culture.

Diversity is the term used to represent the make-up of the workforce. It incorporates a range of factors which may typically include (and consider) many things such as race, gender, ethnicity, culture, lifestyle, experience and interests. This list is not exhaustive.

Inclusion is the ability to value and integrate different people and their unique contributions/perspectives into the work environment.

The Company is a people led organisation that always ensures it meets the needs of the community and its customers through the development of its personnel.

This policy should be read in conjunction with all other Company policies (particularly the Company Whistleblowing Policy)

Company General Obligations & Aims

1. Compliance with all current UK legislation.
2. Operating within its strict moral and social responsibilities.
3. Operating in a manner which is supportive of the environment in which it operates.
4. Operating in a manner which contributes and works toward the elimination of discrimination.
5. Operating in a manner which consistently promotes equality and diversity.

Company Commitments

1. The treatment of all persons with dignity and respect.
2. Valuing the diversity within its workforce.
3. Equality of opportunity offered to all personnel.
4. Equality of opportunity offered within its recruitment processes.
5. Delivering of accessible and appropriate services to all.
6. Striving to reflect the population of its business operations location within its staff base.
7. Striving to promote opportunity for any disadvantaged sections of the local community.
8. Tackle and challenge social exclusion, inequality, discrimination, harassment, prejudice and disadvantage in all forms.
9. Embed this policy and its working procedures into its day-to-day practices fostering a culture of positive discrimination to achieve the aims set out herein.

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Reference:	013.2.2013.PL
Revision No:	10
Date of 1 st Issue:	01/08/2013
Current issue date:	10/01/2023

10. Foster a Company culture in accordance with its aims that also impacts on its external working relationships (operating to the same strict codes of conduct).

Implementation

1. Responsibility of the implementation of this policy rests with the Managing Director.
2. Responsibility for ensuring adherence to the remit of this policy lies with all personnel of SCCS including the management team.
3. Adherence to the remit of this policy will be achieved through the terms and conditions of employment of its personnel.
4. Adherence to the remit of this policy will be achieved through the appropriate fostering of a positive working culture where zero tolerance to discrimination is operated.
5. Adherence to the remit of this policy will be achieved through the appropriate training/coaching of its personnel on the contents of this policy.
6. SCCS personnel will be actively encouraged within their roles to achieve their maximum potential through the opportunity of suitable and appropriate opportunities for development within its business operations.
7. SCCS will operate a system of fair recruitment based on the selection of the best candidate for any given opening regardless of their gender, orientation or any other ground set out within this policy.

What does Discrimination in the workplace look like?

If a person is treated differently because they possess different characteristics to other members of staff this can constitute acting unlawfully.

Examples of potential direct discrimination may include (but not be limited to):

1. An employee has the qualifications for an internally advertised job role but is turned down because it is thought they might start a family soon.
2. Failure to make reasonable adjustments for a disabled worker (within legal definitions).
3. Being "punished" for making a mistake when someone else wasn't.
4. Being treated less favourably than another (you will need an "actual comparator" unless the discrimination is obvious).
5. Selection for redundancy based on legal protected characteristics.
6. You have previously challenged a discrimination.
7. Someone thinks you have a protected characteristic (within legal definitions) even if you don't.

Examples of potential indirect discrimination may include (but not be limited to):

1. A rule applies to everyone but has a worse effect on you. Example: placing certain personnel at a disadvantage by insisting they must be available to work on a day which would be a day of worship.

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The law protects employees, apprentices, persons working under agreement (for payment, for the Company), former employees, some self-employed (but not if you're genuinely self-employed) and freelancers. There are extra rules to protect people who are employed by one business but work for another such as agency workers.

Section 39 of the Equality Act 2010 sets out the ways in which an employer is not allowed to discriminate.

The Company will not tolerate discrimination or unequal/unfair treatment of its personnel, potential personnel and other stakeholders whether on the basis of a protected characteristic or such other (deemed) valid ground upon investigation.

All personnel are requested to treat each other with respect and treat each other as they would wish to be treated by their co-workers. Periodically the Company may carry out briefing or training as deemed appropriate.

Protected Characteristics

The Equality Act 2010 sets out the following protected characteristics:

1. Age
2. Disability
3. Gender Reassignment
4. Sex
5. Sexual Orientation
6. Religion or belief
7. Race
8. Marriage and partnership
9. Pregnancy and maternity

An act or omission might still amount to an unfair treatment even if the act or omission is not related to a protected characteristic.

Harassment and Bullying

Harassment and bullying are not tolerated by the Company.

Comments, acts, or omissions could constitute harassment and/or bullying if (a) person(s) behave in the following way:

1. A person offends you
2. Makes you feel uncomfortable or distressed
3. Intimidates you
4. Makes abusive comments or jokes
5. Makes insulting gestures or facial expressions
6. Makes offensive comments on social media
7. Deliberately makes the working environment unpleasant (or difficult to perform your duties)

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This list is not exhaustive.

Harassment is covered by section 26 of the Equality Act 2010 and in the Equality and Human Rights Commission Employment Statutory Code of Practice.

Inclusion

Overview

Failure to incorporate inclusion into our equality values can result in micro inequities and unconscious bias. It is important all personnel understand and appreciate differences within the workplace. A diverse range of strengths can only be capitalised upon if all personnel are made to feel they belong and are properly included within the workplace. This includes treatment with respect and equality of opportunity.

Failure to include can result in disappointment, anger, frustration, a sense of worthlessness or feeling unappreciated.

Unconscious Bias and Micro Inequities

Unconscious bias is the making of an assumption (without realising). This influences the result of the interaction. The bias may be:

- Positive: making a positive assumption (such as assuming a person is very driven)
- Negative: making a negative assumption (such as assuming a person doesn't have the ability to tackle a task)
- Neutral: making an assumption that is neither positive nor negative but may not be based on valid criteria (assuming a person will approach a task one way due to the way they approached a task in the past)

A micro inequity may occur if a decision, omission, or action is taken (based on opinions formed) that result in undermining a person's sense of value.

Benefits

Working on inclusivity can have the following benefits:

- Healthier more productive work relations
- Increased creativity
- Increased worker morale
- Improved ability to meet diverse needs of customer and business partners
- A positive work culture
- A productive and fair work environment

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The pillars of inclusion

Each person can perceive the world differently. Approach interactions with a sense of awareness (of differences) and respect. Avoid snap judgements.

- Understand the importance and impact of the work environment & habits on others
- Be willing to examine and embrace diversity (and therefore take meaningful action)
- Be alert to your acts and omissions that may lead to the lack of inclusion of another
- Listen (to others)
- Reflect on received input (and views formed as a result) before responding
- Acknowledge the input of others
- Treat everyone with respect
- Be open to the ideas of others
- Communicate with others in a manner which is suitable for the recipient party
- Apologise for and rectify situations that result in the failure to properly include another. Learn from the experience.
- Call out the behaviour of others when a failure to properly include another is identified.

How to report concerns

If you have a concern that relates to your treatment within the workplace and/or your role you should raise this under existing grievance procedures which are outlined in your contract of employment. If you are unable to find your contract of employment a copy of the Hexagon Geosystems UK group policy: Individual and Collective Grievance and Dispute Policy can be located in the CRL folder of the Company H drive. You can also request a copy from HR.

In addition, you may refer to the SCCS Whistleblowing policy as appropriate.

Monitoring

1. The implementation of this policy will be monitored on an informal basis by the management team.
2. Wherever a breach of this policy occurs appropriate action will be taken to rectify such breach including, as appropriate, disciplinary action.

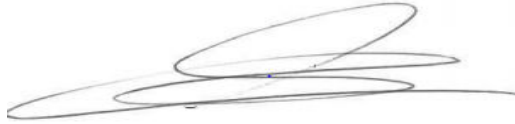
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Review

1. This policy will be continually reviewed on an informal basis and developed in accordance with legislation and business operative needs.
2. This policy will be formally reviewed on an annual basis by the management team.

Signed:



Print name: Kevin Smith

Position:

Managing Director

Revision

10

Date:

10th January 2023

Next review:

10th January 2024