

Equality and Diversity Policy

Aims

Autify Digital Ltd is committed to ensuring equality and diversity among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and for each employee to feel respected, valued and able to give their best.

Autify Digital is committed to promoting this policy and ensuring that training, services and/or facilities are provided equally to all, without unlawful discrimination and a positive, inclusive environment is created.

Rationale

Our company aspires to lead the field by delivering equitable and fair work practices that deliver dignity and respect to all candidates, employees, stakeholders and partners. This is done through developing and promoting equitable policies, accessible learning opportunities and actions taken by staff and partners that demonstrate inclusion, value and self-respect to all.

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, the legally or formally recognised union of two people as partners in a personal relationship and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender, which includes gender dysphoria) and sexual orientation
- Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities
- Ensure that staff development actively promotes equality and diversity, and eliminate all forms of bullying and harassment.

Principles

The company agrees to:

- Create an environment in which individual differences and the contributions of all team members are recognised and valued.
- Create a working environment that promotes dignity and respect for every employee.
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued. This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy.
- All employees must conduct themselves in line with this policy to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination against colleagues, employers and the public.
- Not tolerate any form of intimidations, bullying, harassment, victimisation and unlawful discrimination. Such acts will be dealt with as misconduct under Autify's disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
- Provide training development and progression opportunities to all employees, who will be helped and encouraged to develop their full potential.
- Review employment practices and procedures when necessary to ensure fairness at all times and update policies to take account of changes in the law.
- Monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality and diversity policy.

Responsibilities

Recognise and promote responsibilities in relation to developing actions and behaviours which aim to:

- Eliminate unlawful discrimination
- Promote equality of opportunity
- Promote good relations across all the protected characteristics.
- Continue to build 'reasonable adjustments' into normal management practice to protect and support company staff through different health transitions at work
- Activities are fully accessible to disabled people. Act in accordance with Autify's disability discrimination obligations to make and introduce all and any reasonable adjustments as a means to keep staff at work and to support staff in addressing any disadvantage which they face at work arising from their disability. Where financial implications make this more difficult the company will apply to use the 'access to work' funding that is available.
- Ensure that candidates and contractors applying for work will be treated fairly and in an inclusive manner, and where practical will provide or make access to assistive learning resources to support progression and development. The interview process will deliver the standards present in Autify's Recruitment Policy, its Equality & Diversity policy and its Human Rights Policy.
- Ensure that recruitment & selection will avoid questions that are direct or indirectly discriminating during selection processes for any redundancies or for redeployment to other or new posts. Ensure that the wording of contracts for full and part-time staff including temporary, seasonal staff and contracted consultants will also contain details of the E & D policy;

Autify agrees to have due regard to the three aims of the general equality duty:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The equality and diversity policy is fully supported by the founder and the senior leadership team. This policy does not form part of any employee's contract of employment and may be amended at any time.

Responsibilities

This policy will be reviewed in line with any pertinent legislative changes and on an annual basis by the founder and HR Executive.