



Gender Equality, Diversity, and Inclusion Policy

1. Policy Statement

Hanley Calibration recognises that its clients and employees come from diverse backgrounds, with varying experiences and needs. We are committed to ensuring gender equality, diversity and inclusion are embedded into our day-to-day working practices. Hanley Calibration actively promotes fairness, respect, gender equality, diversity, inclusion and engagement and is committed to continuous improvement.

Through our policies and in our day-to-day work and fulfilment of our legal responsibilities, Hanley Calibration is committed to promoting equality and fairness and combating discrimination. This applies to everyone, regardless of their gender, civil status, family status, sexual orientation, religion, age, disability, race (includes race, colour, nationality or ethnic or national origins) or membership of the Traveller Community.

2. Objectives

In order to effectively implement its commitment to being an equal and a diverse business, Hanley Calibration has identified the following objectives:

- Provide the business leaders with the skills and knowledge to fully embed fairness, respect, gender, equality, diversity, inclusion and engagement into the business culture, strategy and processes.
- Provide gender equality, diversity and inclusion training to all employees and management which will include content on their responsibilities, relevant legislation, and this policy.
- Ensure that no client or potential client receives less favourable treatment than any other person, making adjustments to services where necessary in order to facilitate this.
- Ensure opportunities are accessible to all, introducing reasonable accommodations to facilitate this where required.
- Gather data to enable the monitoring of clients and employee satisfaction (whilst ensuring compliance at all times with the General Data Protection Regulation (GDPR) to identify and address any negative trends by the nine protected grounds of discrimination.
- Create an environment where employees and clients are treated fairly and with dignity and respect
- Enforce a zero-tolerance approach in relation to discrimination, bullying, harassment, sexual harassment, and inappropriate behaviour, thoroughly investigating any reported incidents and taking appropriate actions.
- Ensure fair treatment for job applicants, which is free from bias.
- Make the best possible use of our existing and potential workforce through effective talent management and training.
- Provide a safe, supportive, and welcoming environment where everyone can contribute to their fullest potential.
- Challenge discrimination and promote gender equality, diversity and inclusion.
- Provide training to employees on Hanley Calibration approach to gender equality, diversity and inclusion, its commitment to zero tolerance in relation to discrimination, bullying, harassment, sexual harassment and inappropriate behaviour and the contents of this policy.

3. Scope

This policy applies to the business, its leadership team, employees, partners and to any external stakeholders that are supported by or engage with the business.

Gender equality, diversity and inclusion imposes rights and responsibilities on every employee. All employees and management will be informed that a Gender Equality, Diversity and Inclusion Policy is in operation and that they are bound to comply with its requirements. The Policy will also be drawn to the attention of external stakeholders, job applicants and clients.

The Policy ensures that our statutory equality duties outlined in the Employment Equality Acts 1998–2015 (as amended) and the Equal Status Act 2000 (as amended) (together ‘the Acts’) are met.

The nine discriminatory grounds are defined under the Employment Equality Acts 1998–2015 (as amended) as being:

- Gender
- Civil status
- Family status
- Sexual orientation
- Religion
- Age
- Disability
- Race (includes race, colour, nationality or ethnic or national origins)
- Membership of the Traveller Community.

4. Key Equality and Diversity Concepts

Diversity can be defined as the visible and non-visible differences between individuals. These differences can be related to race, ethnicity, religion, age, disability, sexual orientation, and gender, as well as the many differences in values, attitudes, beliefs, cultural views, skills, knowledge, education, background, employment, parenthood, marital or civil status, and life experiences of every individual.

Equal Opportunities can be defined as ensuring all those involved with or wishing to be involved with the business, regardless of their diversity, are provided with opportunity based on their ability or potential to perform the required activity.

Discrimination is unequal treatment of an individual because of their membership of a particular class or group, such as sex, race, or trade union.

- (a) Direct discrimination occurs where a person is treated less favourably than another person is, has been, or would be treated in a comparable position on the basis of one or more of the nine grounds as set out above: for example, refusing to send someone on a training course because they are married or have children.
- (b) Indirect discrimination occurs where a person is subject to an apparently neutral provision that puts them at a particular disadvantage compared with other persons because of, for example, their race or gender: for example, declaring a post as being suitable only for a full-time employee without proper justification (i.e., establishing the need for a full-time member of staff rather than for part-timers or job sharing).

Discrimination may be subtle and unconscious and may not be easy to identify. For example, discrimination sometimes results from general assumptions about the capabilities, characteristics and interests of particular groups or individuals, which are allowed to influence the treatment of employees or job applicants or clients. This includes unconscious bias.

Harassment or bullying covers any form of unwanted conduct related to any of the discriminatory grounds that have the effect of causing undue stress on individuals and of de-motivating them. Harassment, sexual harassment or bullying of any kind will not be tolerated and serves to undermine

the safe, supportive, and welcoming environment that *Hanley Calibration* wishes to encourage.

Sexual harassment is any form of unwanted verbal, non-verbal or physical conduct of a sexual nature. Similar to harassment, it is defined as conduct that has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

5. Management of this Policy

Fairness, respect, gender equality, diversity, inclusion and engagement are the responsibility of everyone within *Hanley Calibration*.

The management team of *Hanley Calibration* is committed to embedding gender equality, diversity and inclusion within the business, ensuring that everything we do and the manner in which it is done makes reference to and considers the impact upon our equality objectives.

Hanley Calibration uses the procurement process to ensure that its partners and external stakeholders operate their businesses with similar equality objectives and delivers its services with the same ethos.

It is the responsibility of *Hanley Calibration* to implement, monitor and evaluate the Policy in terms of employment practices (selection, recruitment, and retention), training and service delivery. The Managing Director is also under a duty to ensure that management are regularly kept updated in terms of the Policy's implementation. Additionally, the implications for the managers arising from the decisions it makes and the policies it introduces must be made clear to the managers.

The Policy Statement will be communicated to all employees, clients and other stakeholders using a variety of methods, such as the employee intranet, the website, displayed in offices and prominent places and, where appropriate, included in publications.

Company objectives are in place that specifically address the gender equality, diversity and inclusion aspects of all areas of work for employees and the management team; these support the delivery of the objectives contained within this Policy.

Employees will receive appropriate training to ensure they understand their responsibility not to discriminate and to treat everyone with respect and dignity. Employees are expected to be aware of personal prejudices, unconscious bias and stereotypes and avoid labels at all times.

Existing processes will be used to review and investigate any complaints in relation to discrimination, harassment or bullying, as follows:

- Employee – the employee is encouraged to raise the matter through the Grievance Procedure if the employee believes that they have been treated less favourably than another based on any of the discriminatory grounds. The employee is encouraged to raise the matter through the Bullying and Harassment Policy if the employee believes they may have been harassed on any of the nine discriminatory grounds.
- Clients – clients should raise the matter through the Complaints Procedure.

All complaints will be treated with fairness, sensitivity, respect, and confidentiality for all parties concerned, and the employee will be advised of the correct procedure to undertake as a result of the concerns raised.

It is expected that when employees or managers represent *Hanley Calibration* at any time, including through attendance at committees, meetings with external stakeholders and contact with clients, they will ensure that the gender equality, diversity and inclusion principles and practices outlined in this Policy are adhered to.

When representing *Hanley Calibration* on the committees of other agencies, each employee or manager will endeavour to ensure that diversity and inclusion principles and practices are adopted by those agencies.

6. Selection Recruitment and Retention

Hanley Calibration is an equal opportunity employer. Individuals are selected on the basis of their qualifications, experience and merits to perform the tasks required. Our policy is to be fair and consistent in all aspects of our business. We recognise, respect and value differences and diversity. We embrace equality as part of our normal way of doing things because we believe that it is the right thing to do for our people, our clients and our success.

Selection, recruitment, training, promotion, and employment practices generally will be subject to regular review to ensure they comply with this Policy. In particular, selection and recruitment procedures will be reviewed annually at our GMRM in order to constantly improve gender equality, diversity and inclusion practices and respond to changes in legislation.

Hanley Calibration will monitor data on all applicants as well as those that are successful in order to identify any practices that unintentionally discriminate against specific groups. The business will ensure compliance with the General Data Protection Regulation (GDPR) at all times.

We will take whatever positive action is required where it can be shown that under-representation of any particular group has occurred in recruitment. Where appropriate and legally permissible, employees from under-represented groups will be given training and encouragement in order to promote gender equality, diversity and inclusion within *Hanley Calibration*

Employees involved in the selection and recruitment process, and in the management of employees, will receive appropriate training on this policy to ensure they recognise when they are making stereotypical assumptions or judgements about people, and avoid any discriminatory practices in the way in which they shortlist, recruit, or manage employees. This will include unconscious bias training.

We regard discrimination, harassment, sexual harassment, abuse, victimisation or bullying of employees, clients or of others in the course of work as disciplinary offences that could be regarded as serious misconduct. Condoning such behaviour could also be treated as a disciplinary offence under the businesses Disciplinary Policy. As well as disciplining the perpetrator(s), we will give appropriate support to people who complain of harassment of themselves or others.

Hanley Calibration has considered the working practices it has in place to address inequality and discrimination and how it promotes fairness for all. Examples of these against each of the protected characteristics are given below, but is not a definitive list of all that Hanley Calibration *does*:

We recognise that employees have different needs at different stages during their career, both men and women – for example, to balance work and caring responsibilities. We will attempt to accommodate employee requests to work flexibly, whether fixed-term, part-time or some other working arrangement, for whatever reason, so long as agreement is consistent with the needs of the business.

Our terms and conditions of employment allow for paternity, parental and parents' leave in addition to standard maternity leave, adoptive leave, carers' leave and any other forms of statutory leave, in accordance with current legislation. Allowance is also made for compassionate and dependants' leave to deal with domestic emergencies through our family-friendly policies.

We recognise that businesses are obliged, under the Employment Equality Acts 1998–2015 (as amended) to make reasonable accommodations to support people with disabilities and enable them to do their job without unnecessary difficulty. We will endeavour to make accommodations that are reasonable, whether or not we are obliged to do so by law, and whether or not an applicant with a disability or

employee is covered by the definition of 'disability' under the Employment Equality Acts 1998–2015 (as amended).

We are committed to ensuring employees do not experience discrimination (or less favourable opportunities/treatment) on the basis of their race, religion, or belief by:

- o Allowing time and, if possible, a place for prayers during the working day and at the workplace as appropriate.
- o Allowing employees of particular faiths, where possible, to take their holidays for religious festivals and other religious observance.
- o Trying to arrange job interviews or other important work meetings at times, where possible, that do not clash with important religious festivals.
- o Not imposing, where possible, a dress code with which people of a particular religion cannot comply.

We will not discriminate on grounds of age in recruitment, promotion, training, or the availability of benefits – such as pension contributions or health insurance.

We will not discriminate on the grounds of gender, where an individual is in the process of gender reassignment, or where an individual has completed this reassignment.

Hanley Calibration will not discriminate on the grounds of marriage or civil partnership and will support individual need where possible and as required.

We will not discriminate on the grounds of an individual's sex or on the grounds of sexual orientation, providing everyone, where possible, with exactly the same opportunity to achieve their goals.

As part of its talent management strategy, Hanley Calibration will operate an annual staff appraisal system. Training or education development to enhance potential within the existing job, arising out of needs identified through appraisal or from other circumstances, will, where appropriate or possible, be provided. We may, in certain circumstances, allow for paid or unpaid leave for training or educational purposes.

Hanley Calibration retention, reward and progression processes are fair and take account of the social, domestic, cultural, and physical obstacles to people progressing. We seek to identify where these exist for individuals and take actions to limit these where necessary.

We undertake review of pay and continually work towards eliminating any unfair pay gaps where these are identified. Our Gender Pay Gap Report will be published annually on our company website.

All training opportunities will be published widely through Line Managers to all appropriate employees, and not in such a way as to exclude or disproportionately reduce the numbers of applicants from a particular group. In all training opportunities, we will pay due regard to the need to eliminate discrimination on the grounds set out in this policy.

7. Monitoring and Evaluation

Hanley Calibration will systematically evaluate its services and the effectiveness of its Policy by a variety of means.

Information gathered through the complaints, grievances, disciplinary or other appropriate processes will be analysed by the nine discriminatory grounds, where this information is available, to identify many particular trends. Where any negative trends are identified, these will be investigated fully, and recommendations made to the management team.

We will report annually to the management team on the outcomes of monitoring and evaluation activities, including any trends in relation to the particular nine discriminatory grounds.

8. Review Cycle

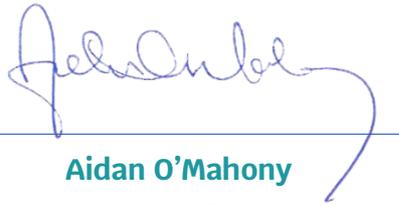
Responsibility for review of this Policy sits with Hanley Calibration and its management team.

A formal review will be completed annually at the GMRM.

Additionally, an interim review would be conducted in the following circumstances:

- A change is made to relevant legislation, including but not limited to the Acts.
- The investigation into a negative trend indicates a review of this policy is appropriate.
- An external review of our services identifies the need for a policy review.

Signed:



Aidan O'Mahony
Managing Director

