

# Equal Opportunities Policy

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## 1. Introduction

- 1.1. Eat that Frog is committed to encouraging and achieving a working environment which is underpinned by fairness to all individuals, where equality and diversity is recognised, encouraged and valued, and the concept of individual responsibility is accepted by all.
- 1.2. Eat that Frog expects all its employees to recognise their obligations to Equal Opportunities at all times and in accordance with Eat that Frog's ethos.

## 2. Purpose

- 2.1. This policy commits Eat that Frog to being an equal opportunity employer and aims to set out the framework for a clear and consistent application of the equal opportunities legislation across Eat that Frog. This policy is reviewed annually.

## 3. Scope

- 3.1. This policy applies to all employees directly employed by Eat that Frog.
- 3.2. This policy also applies to workers and volunteers, i.e. agency workers, consultants, contractors and casual workers

## 4. Responsibilities

- 4.1. The role of the Board of Directors is to ensure that agreed staffing policies and systems of infrastructure are in place and operating effectively to ensure that the legal requirements of the Company are met.

## 5. Policy Overview

- 5.1. This policy should be read in conjunction with Eat that Frog's policy on harassment and bullying, and grievance procedure.
- 5.2. This policy covers all aspects of how you are treated by the company and everybody we employ. It covers but isn't limited to:
  - Recruitment
  - pay and conditions of employment
  - training and continuing professional development
  - promotion

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- appraisals
- grievances and disciplinary matters
- ending employment
- giving references
- how visitors are treated
- how clients and suppliers are treated
- how any other business contacts and associates are treated.

## 6. Our Equal Opportunities Commitment and Aims

- 6.1. We will not tolerate discrimination or harassment and are committed to promoting equal opportunities in employment. Those staff who work for us, and anyone applying for a job with us will receive fair and equal treatment.
- 6.2. We ensure, where possible, full access for everyone applying for a vacancy. Decisions about transfers and internal promotions are made, so far as possible, using only objective criteria.
- 6.3. We will never victimise anyone who makes a legitimate complaint to us about harassment and or discrimination, or who supports a colleague's complaint.
- 6.4. This policy is underpinned by the following further commitments and aims:
- a working environment free from all forms of unlawful discrimination, including victimisation and harassment.
  - a workforce capable of allowing everyone to achieve their greatest potential, and where individuals are willing to give their best.
  - a Company-wide understanding of the message promoted by this policy.
  - a commitment to ensuring all staff understand their rights and responsibilities under this policy — if you are not sure what we consider acceptable and unacceptable, you should check with your manager.
  - a policy of ensuring employment opportunities are open to all qualified candidates so that we recruit from the largest possible pool of available talent and recruit the best-qualified staff.
  - a commitment to recruiting based on ability to do the job, that also reflects the multicultural composition of the local community.

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- a commitment to regularly review this policy and our workplace practices to identify issues and eliminate any unlawful discrimination or other unacceptable behaviour we may find.
- a commitment to protecting staff from being victimised or treated less fairly if they make or support a complaint in good faith under this policy.

## 7. Working with contractors, suppliers and partners

7.1. It is important to us that our suppliers, contractors and any other individual or organisation which we purchase supplies from, we partner or we sub-contract to, promote equality and value diversity.

7.2. For those which we subcontract we have an expectation that they will:

- share a copy of its Equal Opportunities Policy with us
- carry out equality monitoring for staff, board members/directors and customers as a minimum
- use the equality monitoring information gathered as a means of improving the representation of the workforce, management and customer base
- use accessible venues for events and meetings
- use accessible communications in everything that they do; For example, emails, letters, reports and publicity materials.
- ensure that all employment practices and procedures are fair
- provide evidence from time to time on the above points.

## 8. How We Define Discrimination

8.1. The following list gives you a general description of the types of acts that may both breach this policy and be unlawful. Sometimes actions can be intentional, and sometimes unintentional and we include examples of both types in this list:

- when somebody is treated less favourably because of a protected characteristic than somebody else has been — or would have been — in identical circumstances, then this is **direct discrimination**. Rejecting a job applicant because of their beliefs would, for example, amount to direct discrimination.
- when a group of people with one of the protected characteristics (subject to a couple of exceptions) is put at a disadvantage by a provision, practice or criteria applied to all staff unless the treatment is justified for a good business reason, this

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is **indirect discrimination**. For example, refusing a request to work part time without good business reason (which indirectly discriminates against women, who are more likely to have childcare responsibilities).

- directly discriminating against someone because they associate with another person who possesses a protected characteristic is known as **associative discrimination**. For example, an employee may be overlooked for job promotion if the employer believes that they will not be able to dedicate time to their job if they are caring for a disabled dependant. This would amount to discrimination because of the employee's association with a disabled person.
- when somebody is treated less favourably because of the personal characteristics of somebody else, this is known as **associative discrimination**. For example, treating an employee less favourably because their parents are Jehovah's witnesses.
- where someone is treated less favourably because someone wrongly believes they have a particular protected characteristic. For example, treating an employee less favourably because someone thinks he is gay, when in fact he isn't gay.
- when a hostile, humiliating, degrading or similarly offensive environment is created in relation to a protected characteristic, this is **harassment**. We also consider it harassment for a worker to be subjected to uninvited conduct related to a protected characteristic that — as an intended or unintended consequence — violates their dignity. Name calling, lewd comments, excluding colleagues, making insensitive jokes, and displaying pornographic material are all examples of harassment. We deal in detail with this under our separate policy on harassment and bullying
- when a worker has complained about harassment or discrimination, or supported a colleague in their complaint, it is **victimisation** if they are then treated less favourably. For example, an employee who is sent 'sent to Coventry' because they spoke up on behalf of one of their colleagues in harassment investigation, or an employee who is dismissed under a pretext because they have complained about discrimination.

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8.2. The 'protected characteristics' are:

- age
- race (which includes colour and ethnic/national origin)
- disability
- religion or belief
- gender
- gender reassignment
- pregnancy or maternity
- sexual orientation
- marital or civil partner status.

8.3. There are other actions which are illegal under the equal opportunity's legislation, and these are collectively labelled **other acts**. Examples include:

- instructing another person — or applying pressure on them — to discriminate
- knowingly assisting somebody else when they carry out a discriminatory act
- discriminating against somebody believed to have a protected characteristic, whether or not they actually do, or because they associate with a third party who does.

8.4. There are practices which, although they appear to breach the aims of this policy, are in fact justifiable on objective and operational grounds. These are called **lawful practices**. If you are not sure whether some aspect of workplace behaviour you have experienced or witnessed is discriminatory or a lawful practice, please ask your manager for clarification.

## 9. How We Carry Out Our Responsibilities and Duties

9.1. Management and the wider workforce are essential to ensuring the success of this policy. We all have a legal responsibility to comply with it, and any of us — however senior or junior we are — may be personally liable for unlawful discrimination if we breach its terms.

9.2. Overall responsibility for the effective implementation and operation of the policy lies with management, specifically with the Board of Directors. Everyone working at managerial level is expected to act in full accordance with this policy, lead by example, and attain and maintain appropriate standards of behaviour within the teams they manage.

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- 9.3. The ethos and standard covered by this policy can only be achieved and maintained if everyone in our workforce cooperates fully. It is important to understand that you have a legal responsibility to comply. If you breach this policy, you may also make Eat that Frog liable for your actions and we may both have to pay compensation to anyone who claims against us. We expect you to take personal responsibility for adhering to the policy's aims and commitments and for drawing any actual or potential breaches to our attention.
- 9.4. We also encourage everyone who works for us to help promote equal opportunities across Eat that Frog. Please contact your Manager if you have any ideas about how we could do this better.

## 10. How We Recruit, Promote, and Make Other Selections

- 10.1. We carry out all recruitment, promotion and other types of selection procedures — such as redundancy selection processes — on the basis of merit using non-discriminatory and, as far as possible, objective criteria.
- 10.2. Advertisements for vacancies must not include wording that may discourage some groups of people from applying, or stereotype in any way, and they must be placed where they can reach as wide and diverse a pool of potential candidates as possible.
- 10.3. Nobody applying for a job with Eat that Frog may be asked about their health or whether they have a disability before a job offer is made, except in very limited situations. It may, for example, be justifiable to ask whether the applicant needs any disability-related measures put in place for the interview, or to check that they are capable of carrying out a key part of the job. It is acceptable to make some job offers dependent on a medical examination.
- 10.4. It is unlawful to ask job applicants anything that might suggest an intention to discriminate on the grounds of a protected characteristic. Asking an applicant about their religion when they are applying for a job that involves weekend working would not, for example, be allowed. Nor would asking an applicant whether they have childcare responsibilities be allowed, as that suggests you might be intending to indirectly discriminate on the grounds of sex or marital status.
- 10.5. It is fine to include certain health or disability questions in equal opportunities monitoring exercises, but the data gathered must not be used for selecting or in making other employment-related decisions.

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## 11. How We Enforce This Policy and Handle Breaches

- 11.1. We will investigate any complaint or allegation you raise regarding a potential breach of this policy. If you believe you have been harassed or discriminated against you should contact your Manager as soon as possible. If you want to take formal action, you will need to follow our grievance procedure (see our Grievance Policy) and read our policy on harassment and bullying.
- 11.2. You will face disciplinary action if we find you have harassed or discriminated against anyone else in breach of this policy. Sometimes this type of behaviour may amount to gross misconduct, in which case you may be dismissed without notice.
- 11.3. Most concerns are raised in good faith, but occasionally someone makes a false allegation out of malice or because they believe they have something to gain. This is classed as a vexatious claim. Anyone found doing this will face action under our Disciplinary Policy and may be dismissed for misconduct, or even gross misconduct.

## 12. How We Monitor Whether this Policy is Working

- 12.1. We may record and analyse information about equal opportunities within the workplace.
- 12.2. All personal data obtained to monitor our commitment to equal opportunities will be handled with the utmost integrity and confidentiality in line with our data protection policy. Employees may be reminded of the types of data the Company holds, and our practices in relation to that data by reviewing the Company's data protection policy and employee privacy notice which is available on our HR Software system.
- 12.3. We use the information to make sure this policy is operating properly and refine it, to review the composition of the workforce, and to promote workplace equality.

## 13. Review

- 13.1. This policy does not form part of an employee's contract of employment and the Company may amend it at any time.
- 13.2. This policy reflects current statutory legislation at the time of writing. Any changes to statutory legislation will take precedence.
- 13.3. History of Policy Changes

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Date	Page	Details of the change	Agreed by
11.06.2018	All	New Policy – Replaces Equality and Diversity Policy	Board Meeting
November 2020	All	Policy Refresh 2020 (Good Work April 2020)	Board
May 2022	1	Reviewed annually	Board