

## EQUALITY & DIVERSITY POLICY

### MARCH 2021

#### BACKGROUND

REAL recognises the value of, and encourages the recruitment of, a diverse workforce. Wherever reasonably possible the Company aims to ensure that the workforce reflects the communities in which we work.

REAL positively supports Equality and Diversity within the workplace and will take all reasonable steps to reduce the possibility of discrimination taking place.

REAL strives to create a working environment, where people feel they are respected and valued and can achieve their potential regardless of their individual differences. REAL is committed to building an organisation that makes full use of people's talents, skills, experience, and different cultural perspectives in order to reflect the communities we serve. REAL is committed to equal opportunity, both in the provision of services and in our role as an employer.

#### POLICY

REAL is committed to providing equal opportunities in employment and to the elimination of unlawful or unfair, direct or indirect, discrimination. We value the differences that a diverse workforce brings to the organisation, and therefore aim to:

- Ensure no one receives less favourable treatment or is disadvantaged by conditions, requirements, provisions, criteria, procedures or practices that cannot be justified; nor is victimised for taking action against discrimination or harassment; nor is instructed or put under pressure to discriminate against or harass someone.;
- Ensure opportunities for employment, training and promotion are equally open to all, and that selection for employment, promotion, transfer and training, and access to benefits, facilities, and services, will be fair and equitable and based solely on merit;
- Eliminate all forms of discrimination and harassment in employment under the following Protected Characteristics:

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnerships
5. Pregnancy and Maternity
6. Race
7. Religion or Belief
8. Gender
9. Sexual Orientation.

In addition to the protected characteristics, REAL will not discriminate on the grounds of caring responsibilities, part time working or any other factor irrelevant to a person's work.

- Promote equality of opportunity and good relations;
- Value and promote differences within REAL's workforce;
- Be proactive in complying with our legal duties and responsibilities;
- Improve the way we measure and monitor the workforce and potential workforce;
- Analyse the impact of our policies and procedures in employment by undertaking effective monitoring.

We believe that all our employees are responsible for the promotion and advancement of this policy and will provide them with the necessary training to understand their responsibilities encompassed in this policy.

We will provide and maintain, for all employees, a confidential facility for raising complaints or concerns regarding possible breaches or infringements of this policy. These will be investigated and dealt with sensitively and expediently by our Human Resources department.

#### DATA PROTECTION

REAL gathers and analyses personal data for the purpose of monitoring equality of opportunities within the Company. This data is collected in accordance with the data protection policy.

Data collected is held securely and accessed by, and

disclosed to, individuals only for the purposes of equality monitoring.

Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with REAL's data protection policy.

## GOVERNANCE

REAL will commit to fulfilling its legal obligations as set out by all current legislation relating to employment disputes. This will include, but will not be limited to, the following:

- The Equality Act (2010)
- Special Educational Needs and Disability Act (2001)
- Protections for Harassment Act (2001)
- Employee Rights Act (1996)
- Employment Relations Act (1999)
- The Rehabilitation of Offenders Act 1974
- The Human Rights Act 1998
- The Part Time Employees (Prevention of Less Favourable Treatment) Regulations (2000)
- General Data Protection Regulations (2016).

Company policies are communicated and made available via the REAL Intranet and are referenced in a number of internal training programmes.

Company policy is approved by the Chief Executive Officer. Each policy is reviewed regularly to ensure that we respond to clients, business strategy, legislation and any standards or codes of practice determined by the market.

This policy must be strictly adhered to by every employee. Any breaches of this policy will be investigated and, where appropriate, disciplinary procedures will be applied.

Oversight of the Equality and Diversity Policy is the responsibility of the Chief Executive Officer.

Signed on behalf of REAL

Signature(s) removed for security reasons:

Signed copies available on request

Paul Nicholls

Chief Executive Officer

Dated: March 2021

Rev:01