



**CREST**  
MEDICAL

Policy | **PP 009**

# Equality, Diversity and Inclusion Policy

VERSION: 1.00

For a **Healthier** Tomorrow

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# Equality, Diversity and Inclusion Policy

VERSION: 1.00

## Scope

This policy applies to all permanent employees of Crest Medical Ltd.

This policy is non-contractual, and we reserve the right to alter or withdraw it at any time.

## Policy Overview

Crest Medical is committed to eliminating discrimination and encouraging diversity amongst our people. We aim to represent all sections of society and each employee should feel respected and able to give their best.

## Definitions

**Direct discrimination:** Is where a person is treated less favourably than another in comparable circumstances because of a characteristic outlined in this policy.

**Indirect discrimination:** is where a provision, criterion or practice is applied which is such that it would be to the detriment of a considerably larger proportion of the relevant group to which the individual belongs than to others, which is not a proportionate means of achieving a legitimate aim and which is to the individual's detriment.

**Associative discrimination:** Is direct discrimination against someone because they associate with another person who possesses a characteristic that is outlined in this policy.

**Perceptive discrimination:** Is direct discrimination against an individual because others think they possess a characteristic outlined in this policy. It applies even if the person does not actually possess the characteristic.

**Harassment:** is where there is unwanted conduct related to one of the prohibited grounds which has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person, or is reasonably considered by that person to have the effect of violating his or her dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for him or her, even if this effect was not intended by the person responsible for the conduct.

**Victimisation:** is where someone is treated less favourably than others because he or she has alleged unlawful discrimination or supported someone to make a complaint or given evidence in relation to a complaint

## Principles

The Company is committed to establishing and maintaining a working environment which is free from discrimination and which values all employees as individuals. All fellow employees and prospective employees are selected, recruited, trained and promoted solely on the basis of their skills and behaviour.



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The Company welcomes diversity amongst all employees, both permanent and temporary, as well as from other stakeholders such as customers, suppliers, contractors and visitors.

We will seek to ensure that the individual styles and personal characteristics of those who work for us will be valued and respected, thereby ensuring that employees have the opportunity to develop their full potential.

We are opposed to all forms of unlawful and unfair discrimination. It is our intention that all prospective employees, fellow employees and all those who work for us, including contractors and agency workers, will be treated fairly and will not be discriminated against on any of the grounds listed within the policy.

This policy is intended to assist the Company to put this commitment into action and aims to promote best practice, ensuring that we are able to recruit, retain and develop the best available people to their full potential.

## Recruitment

The Company realises the importance of assuring all potential recruits that we are an equal opportunities employer.

Selection will be based on job-related criteria (e.g. skills, competencies and qualifications) and recruitment literature and advertising will reinforce this policy.

Applicants are welcomed regardless of sex, including gender reassignment, sexual orientation, race, colour, marital status, civil partnership status, having or not having dependents, pregnancy, age, nationality, ethnic or national origin, trade union membership, religious, philosophical or political belief or disability.

This will be demonstrated by;

- All recruitment literature and advertisements will contain a statement of equality
- Vacancies will be advertised where they are most likely to reach suitable applicants
- Selection for Employment or Promotion Selection of candidates is based on ability, qualifications and experience and those selected will need to demonstrate their suitability for the post.
- Selection criteria will be fairly and consistently applied to avoid direct, indirect, associative or perceptive discrimination.
- When external consultants or agencies are involved in the selection process, the company will ensure that they adhere to our standards of equality.
- To encourage development, career opportunities are advertised internally on the Company intranet to which all employees have access.
- Selection decisions will be based on objective, non-discriminatory, work related criteria
- Practical arrangements will be made when interviewing disabled candidates (e.g. provision of interpreters for people with speech or hearing difficulties)



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- If operational needs and resources allow, the company will offer flexible working patterns – e.g. part-time work, job share
- Relevant policies and guidelines for interviewing and decision making will be available to hiring managers.

## Training and Career Development

The Company acknowledges the need for employees to advance and develop as individuals. All staff will have an equal opportunity to access training, development and assessment.

All staff will be encouraged to develop their skills and qualifications and take advantage of promotion and development opportunities within the organisation.

This will be demonstrated by an annual performance and development interview will be conducted, which provides the opportunity for staff to produce a development plan for their role, career and personal development.

The Company commits to train people in equality, diversity and inclusion.

The Company will ensure everybody knows, understands and abides by this policy.

## Monitoring

The Company will monitor the ethnic, gender and age composition of the existing workforce. All employee data relating to age, gender and ethnic origin is stored on our HR system, which enables regular reports to be produced.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the General Data Protection Regulation.

## Grievances

Whilst it is hoped that employees who believe they have suffered any form of discrimination, harassment or victimisation will be able to resolve the situation through informal discussion with either the alleged perpetrator or their line manager, employees are entitled to raise the matter through the grievance procedure. For further details on this policy please refer to the Employee Handbook.

All complaints of discrimination and victimisation will be dealt with seriously, promptly and confidentially and relevant additional training provided if necessary. Discrimination and victimisation will be regarded as misconduct and could lead to disciplinary action being taken. Please refer to the Disciplinary Policy in the Employee Handbook for further information.

