



Empowering business to do more

# Node4 Equal Opportunities Policy Statement

Node4 Employees

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20/02/2023

# EQUAL OPPORTUNITIES Policy Statement

## Node4's policy statement overview.

Node4 embraces different backgrounds, thoughts and beliefs, preferences, wishes, choices, and interests from all the staff we employ. We respect that everyone has the right to be treated fairly and with respect and uphold our equality, diversity, and inclusion principles by including our expectations within the HR Employee Handbook.

We promote inclusion and consider all staff to part of the Node4 family. We aim to recognise, understand, and value the things that make each of us different as we all want to be included, respected, and appreciated.

## Unlawful discrimination

The Equality Act 2010 states that diversity is recognised as the different aspects of a person like age, appearance, sex, or background and that some of these differences are protected by the Equality Act. These are called protected characteristics and include.

- Age
- Disability
- Gender reassignment
- Marriage and civil partnerships
- Pregnancy and maternity
- Race
- Religion and beliefs
- Sex
- Sexual orientation.

## Individual entitlements and responsibilities

Node4 aims to ensure that all employees and candidates are safeguarded from unlawful discrimination, either directly or indirectly. This commitment applies to all aspects of employment, including:

- recruitment and selection, including advertisements, job descriptions, interview, and selection procedures.
- training
- promotion and career-development opportunities
- terms and conditions of employment, and access to employment-related benefits and facilities
- grievance handling and the application of disciplinary procedures
- selection for redundancy

All employees and those who act on the Company's behalf are required to adhere to this policy when undertaking duties or representing the Company.

Unlawful discrimination of any kind will not be tolerated, and Node4 will take all necessary action to dissuade individuals from displaying unconscious bias and stereotyping.

Node4's equal opportunities practice is constantly developing as social attitudes and legislation change, policies and training are reviewed annually.

## Career development

Whilst positive measures are taken to encourage under-represented groups to apply for employment opportunities, recruitment, or promotion Node4 processes are based on the skills and expectations for each job role.

All employees have equal access to training and other career-development opportunities appropriate to enable further qualifications and opportunities..

Node4 may make opportunities (as permitted by equal opportunities legislation) to provide specialist training and support for groups that are under-represented in the workforce that enables career development opportunities.

## Procedure

### Complaints of discrimination

Node4 will investigate every complaint of discrimination made by employees, clients, customers, suppliers, contractors or other third parties and will act where appropriate.

Allegations regarding potential breaches of this policy will be treated seriously, in confidence and investigated thoroughly. If an allegation of discrimination is made Node4 is committed to ensuring that the individual is protected from victimisation, harassment or bullying.

Any such incident will be dealt with under the Node4's Disciplinary Procedures.

### Investigating accusations of unlawful discrimination

Individuals accused of discrimination will be given the opportunity to respond to the allegation and provide a statement.

The investigation considers both parties statements, any malicious intent from the complainant or proof that the accused acted with intent will be dealt with via Node4's Disciplinary Procedures. This could include dismissal without notice for gross misconduct.

Node4 actively encourages reporting concerns of discrimination through a line manager or using Node4's Grievance Policy.



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20/02/2023