

 RT INFRASTRUCTURE SOLUTIONS	Equality, Diversity & Inclusion Policy	PS24
		Issue No: 03
		Issue Date: 27/07/2020

Policy Statement

At RT Infrastructure Solutions Ltd (RTIS), we value diversity and the different perspectives people from diverse backgrounds bring to their work and to the Railway Industry. It is our policy to ensure that no job applicant or employee, visitor or sub - contractor is disadvantaged or receives less favourable treatment because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation or marriage and civil partnership.

Everyone at RTIS has a role to play in ensuring individuals are valued, treated with dignity and respect and that discrimination does not occur. Every member of staff is responsible for ensuring they read and implement relevant policies, objectives and working practices linked to equality of opportunity and diversity to ensure that all job applicants or employees, visitors or sub - contractors are accorded equality of opportunity at all stages of engagement with RTIS.

RTIS will provide training and guidance to all staff to ensure adherence to this policy. It will tackle barriers to participation and create a culture in which equality of opportunity is a priority for all who engage with us.

Aims of this Policy

RTIS recognises and values people's differences and will assist them to use their talents to reach their full potential.

We will do all we can to ensure we recruit, train and promote people based on qualifications, experience and abilities for all roles within the organisation.

This policy is designed to ensure that the RTIS complies with its obligations under equality legislation and demonstrates commitment to treating people fairly by identifying and removing any unnecessary barriers to participation.

We are unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation
(defined as Protected Characteristics in the Equality Act 2010).

Using fair and objective selection, recruitment and employment practices, RTIS aims to ensure that:

- All employees and potential employees are treated fairly and with respect at all stages of their employment.
- All employees and applicants have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other employees or by people (third parties) who are not employees of RTIS, such as delivery partners.
- All employees have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- All employees have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

Scope of the Policy

The policy applies to Job applicants, Employees, Volunteers, Visitors, Agency temps, Students on work experience or placements and Delivery Partners

The policy applies to all stages of employment, including recruitment and selection, promotion and training.

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Responsibilities

All employees of RTIS have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with the Chief Executive Officer of RTIS.

Breaches of the Equality and Diversity Policy by employees

Breaches of this policy by employees will be dealt with under RTIS's disciplinary procedures.

Equality and diversity in practice

In implementing the policy, RTIS will carry out the following actions:

- Provide access to training and guidance for staff on the implementation of this policy
- Use of selection criteria that does not unlawfully discriminate in recruitment and promotion procedures or unfairly disadvantage applicants.
- Require entry to employment to be based on merit - with action taken to promote inclusive practices
- Not discriminating in opportunities for recruitment, training and promotion
- Ensure that every job applicant/employee is only assessed according to his or her personal capability to carry out a given job/role
- Ensure that all employees are given equal treatment with regard to terms and conditions of employment, provided they do the same or broadly similar work, or work of equal value
- Ensure equal opportunities and non-discrimination in the operation of grievance and disciplinary procedures
- Ensure that all relevant requirements of the Equality Act in relation to disability are met and adhered to. This will include making reasonable adjustments to ensure access to employment opportunities.
- Ensure that any amendments to any legislation relating to discrimination are met and adhered to.

Implementation of the policy

All staff will be involved in creating an environment that values equality and diversity.

Communication

Communication of the policy to job applicants and employees through:

- Making available a copy of the policy to prospective applicants
- Ensuring all new starters have the opportunity to discuss the policy with line managers/ colleagues
- Making use of team meetings to discuss the policy and defining areas where practice could be improved
- Providing non-discrimination selection training for managers who are recruiting
- Providing Equality and Diversity training and guidance to staff
- Including reference to abiding by the policy in staff terms and conditions/
- volunteer agreements
- Incorporating specific responsibilities into job/role descriptions

Working with partners

In selecting our partners we will consider their commitment to Equality and Diversity by:

- Asking to see their policy

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- Asking what they do in practice, including the monitoring of their policy

Monitoring the policy

This policy will be monitored to judge to what extent it is working and identify areas for improvement.

Reporting discrimination /potential discrimination

Employees who feel that they have suffered any form of discrimination should raise the issue with their line manager in the first instance. If this is not appropriate or does not resolve the matter, all employees can use RTIS Grievance Procedures to address issues relating to equality and diversity.

Employees should also use the approach above if they feel they have been the subject of harassment from someone who is not an employee of RTIS.

RTIS will not tolerate any harassment from third parties towards its employees and will take appropriate action to prevent it happening again.

If an employee witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them they should also use this procedure.

Review

This policy will be regularly reviewed annually to ensure it remains up to date and reflects the needs and practices of RTIS.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.



Mr Andrew Thorpe
Managing Director
RT Infrastructure Solutions Limited