



## **EQUALITY, DIVERSITY & INCLUSION POLICY**

### **1. About this Policy**

1.1 Altilium is committed to encouraging equality, diversity and inclusion among our employees and eliminating unlawful discrimination.

1.2 You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics).

1.3 The aim is for Altilium's employees to be truly representative of all sections of society and for each employee to feel respected and able to show up as their authentic selves each day to give their best.

1.4 Altilium opposes all forms of unlawful discrimination in any form including pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, requests for flexible working, selection for employment, promotion, training or other developmental opportunities

1.5 This policy does not form part of any employee's contract of employment and we may amend it at any time.

### **2. Our principles**

2.1 Altilium can change the world for the better through our contribution to net-zero and we recognise that promoting and embedding equality, diversity and inclusion (EDI) in our business is integral to achieving this mission.



We are guided by the following principles:

2.1.1 We will build a diverse community internally, encouraging equality, diversity and inclusion in the workplace because we value everything that makes our employees unique and we love how our varied backgrounds improve our teams' ability to innovate.

2.1.2 We will create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all our employees are recognised and valued.

2.1.3. We will take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, suppliers, visitors or the public.

Such acts will be dealt with as misconduct under our grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

There will be no victimisation or retaliation against those who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

2.1.4 We will seek to understand the challenges and barriers to equality in order to eliminate discrimination, creating an environment where differences are valued.

2.1.5 We will promote a culture of inclusion, recognising and celebrating differences and acknowledging the benefits achieved by diversity of thought and experience.

2.1.6 We will create a safe, non-judgemental space where we can discuss arising issues relating to equality, diversity and inclusion and support one another to understand and acknowledge a range of perspectives.

2.1.7 We will educate our community and raise awareness in all areas relating to equality, diversity & inclusion.



### **3 Recruitment, selection and monitoring**

3.1 Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoids discrimination. Shortlisting should be done by more than one person where possible.

3.2 Vacancies will generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

3.3 Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic.

3.4 Job applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used with the approval of Head of People. For example, questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments). Where necessary, job offers can be made conditional on a satisfactory medical check.

3.5 When ensuring employees are entitled to work in the UK, assumptions about immigration status will not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy immigration legislation.

3.6 To ensure this policy is operating effectively and to identify groups that may be underrepresented or disadvantaged in our organisation, we will monitor applicants' and employees' ethnic group, gender, disability, sexual orientation, religion and age. Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or any other decision related to employment. Analysing this data helps us take appropriate steps to avoid discrimination and improve equality and diversity.



#### **4 Training, promotion and benefits**

4.1 Training needs will be identified through performance appraisals. You will be given appropriate access to training to enable you to progress within the organisation and all promotion decisions will be made on the basis of merit.

4.2 Promotions will be monitored to ensure equality of opportunity at all levels of the organisation. Where appropriate, steps will be taken to identify and remove unjustified barriers and to meet the special needs of disadvantaged or underrepresented groups.

4.3 Our conditions of service and benefits are reviewed regularly to ensure they are available to all of you who should have access to them and that there are no unlawful obstacles to accessing them.

#### **5 Termination of employment**

5.1 We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

5.2 We will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

#### **6 Disabilities**

6.1 If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

6.2 If you experience difficulties at work because of your disability, you may wish to contact your line manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Your line manager may wish to consult with you and your medical adviser about possible adjustments. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.



## **7 Part-time and fixed-term work**

7.1 Part-time and fixed-term staff will be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.