



## **Almero Student**

### **Equal Opportunities Policy**

#### **Objective And Scope**

We are committed to promoting equal opportunities in employment. Any colleague and any external job applicant 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).

We aim to provide equal opportunities and avoid discrimination in all aspects of employment and to ensure that the talent and skills of all individuals are maximised. Our approach applies to recruitment, terms and conditions of employment (including pay), appraisals, promotion, disciplinary and grievance procedures and training.

A separate External Equal Opportunities Policy addresses our approach for external parties including applicants, Directors, clients, suppliers and other third parties.

This Policy applies to all individuals who work for Almero Holdings UK Limited whether they are employed, contracted to do, or perform personally, any work or service. This does not form part of any colleagues' contract of employment and we may amend it at any time.

#### **Discrimination**

A colleague must not unlawfully discriminate against, or harass, other people including current and former colleagues, job applicants, clients, customers, suppliers and visitors.

This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts) and on work related trips or events including social events.

The following forms of discrimination are prohibited under this Policy and are unlawful:

- Direct discrimination. Treating someone less favourably because of a Protected Characteristic, including a perceived Protected Characteristic. For example, rejecting a job applicant because of their religious views or sexuality;
- Indirect discrimination. A provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified;
- Harassment. This includes sexual harassment and other unwanted conduct related to a Protected Characteristic that has the purpose or effect of violating

someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment also includes sexual harassment which is conduct of a sexual nature (including, but not limited to, unwelcome sexual advances, requests for sexual favours, engaging in other unwelcome verbal, non-verbal or physical conduct of a sexual nature, subjecting someone to obscene or other suggestive comments, sexual jokes or images).

- Victimisation Retaliation against someone who has complained, or has supported someone else's complaint, about discrimination or harassment.
- Disability discrimination. This includes direct, and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

## **Recruitment and Selection**

Recruitment, promotion and other selection exercises, such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoids discrimination.

Vacancies should 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.

Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

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 from HR including:

- questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments);
- questions to establish if an applicant is fit to attend an assessment or any reasonable adjustment that may be needed at interview or assessment.

Where necessary, job offers can be made conditional on a satisfactory medical check.

We are required by law to ensure that all colleagues are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective colleagues, regardless of nationality must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from HR.



### **Training and Promotion and Conditions of Service**

*All documentation, discussions, investigations, including the final resolution, will be treated as confidential. Training needs will be identified through regular appraisals. Employees will be given appropriate access to training to enable them to progress within the organisation and all promotion decisions will be made on the basis of merit.*

Our condition of service, benefits and facilities are reviewed regularly to ensure that they are available to all employees who should have access to them and that there are no unlawful obstacles to accessing them.

### **Termination of Employment**

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

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

### **Disabilities**

If an employee is disabled, we encourage the employee to tell us about their condition so that we can support them appropriately.

If an employee experiences difficulty at work because of their disability then they may wish to contact their Manager or HR to discuss any reasonable adjustments that would help overcome or minimise the difficulty. The Manager or HR Department may wish to consult with the employee and their medical adviser about possible adjustments. We will consider the matter carefully and try to accommodate the employee's needs within reason. If we consider a particular adjustment would not be reasonable then we will explain our reasons and try to find an alternative solution where possible.

We will monitor the physical features of our premises to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary we will take reasonable steps to improve access.

### **Part Time and Fixed Term Work**

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

### **Raising Concerns**

We take a strict approach to breaches of this Policy, which will be dealt with in accordance with our Disciplinary Procedure under the Dignity at Work Policy. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

**Almero Student**  
52 Grosvenor Gardens,  
London  
SW1W 0AU  
almerostudent.com

**Registered company address**  
Bath House,  
16 Bath Row,  
Stamford, PE9 2QU  
Registered company: 09444540



If any colleague believes that they have suffered discrimination they must raise the matter through the Grievance Procedure under the Grievance & Problem Solving Policy. Complaints will be treated in confidence and investigated appropriately.

**Almero Student**  
52 Grosvenor Gardens,  
London  
SW1W 0AU  
almerostudent.com

**Registered company address**  
Bath House,  
16 Bath Row,  
Stamford, PE9 2QU  
Registered company: 09444540