

Equality Diversity and Inclusion Policy

OLO Ltd is committed to a policy of equality, diversity and Inclusion, it intends to fully comply with all aspects of appropriate guidance and current legislation. This policy applies to its recruitment and selection procedures, career development, promotion, training, payment practices and all other terms and conditions of employment. It is the responsibility of each employee at every level to promote equal opportunities and to pursue non-discriminatory policies and practices in employment and through behaviour, language, attitude, and actions so that no discriminatory practices occur.

Our policy is to promote equality, diversity, and inclusion throughout the company and to ensure that no employee or job applicant is less fairly treated or suffers any harassment because of discrimination, whether directly, or indirectly, through victimisation or harassment. Failure of any employee to observe the principles laid out in this policy will become subject to the company disciplinary procedure. We recognise and advise our employees that any acts of discrimination could be a breach of the Equality Act.

All employees, whether part-time, full-time or temporary, will be treated fairly and respectfully. Selection for employment, promotion, training or any other benefit will be based on aptitude and ability. All employees will be supported and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the organisation's efficiency.

Definitions

Direct Discrimination	Indirect Discrimination	Harassment & Victimisation
<p>Where a person in employment or vocational training is treated less favourably – i.e. when employing; promoting or training them or where you dismiss them;</p> <p>Or where words or actions are directed at an individual in such a way as to discriminate against them</p>	<p>Is where persons of a certain group are disadvantaged when compared to persons in a different group; through the application of a provision; practice or criterion</p>	<p>Harassment is defined as:</p> <p><i>“Unwanted conduct that violates dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment”</i></p> <p>Victimisation is defined as;</p> <p><i>“the less favourable treatment of a person because they have made; or intend to make; an allegation of discrimination”</i></p>

Equal pay

OLO Ltd treat all employees equally, regardless of a protected characteristic including gender, in respect of their terms and conditions of employment, if they are employed on 'like work', work rated as equivalent under a job evaluation study, or work found to be of equal value. Variance within rates of pay due to length of service, performance, bonuses or individually agreed terms of the contract will not be influenced by the gender of the employee.

Sex discrimination

Under the Equality Act, OLO Ltd will not discriminate on grounds of gender or marriage; because someone intends to undergo, is undergoing or has undergone gender reassignment; or due to an individual's sexual orientation, whether actual or perceived.

Within the scope of the Equality Act, OLO Ltd shall not tolerate sexual harassment, which is harassment of a 'sexual nature', nor shall it tolerate 'sex-related harassment', which is unwanted conduct related to an individual's sex or that of another person.

Race discrimination

Under the Equality Act OLO Ltd recognises and will not discriminate on grounds of race, colour, nationality (including citizenship) or ethnic or national origins. The Equality Act is concerned with people's actions and the effects of their actions, not their opinions or beliefs.

Age discrimination

In consideration of the Equality Act, OLO Ltd shall not discriminate against any employee on grounds of age, whether young or old, which includes by way of job advertising, recruitment, working practices and duties within roles. OLO Ltd shall also consider any application by you to work beyond the normal retirement age as laid down by statute, provided application to do so is made at least 4 weeks prior to the expected date of retirement.

Disability discrimination

In accordance with the Equality Act, OLO Ltd will not discriminate against current or prospective employees who have or have had a disability and will ensure adequate adjustments are made, where appropriate, in support of this. Where relevant, OLO Ltd shall also take reasonable steps to ensure the workplace is accessible to people falling within the scope of the Equality Act, which may involve implementing physical or structural changes.

The Equality Act defines a disabled person as "someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities".

Individuals diagnosed with progressive forms of cancer, HIV and multiple sclerosis also fall under the scope of the amended legislation and this protection is relevant from point of diagnosis rather than when the illness started to have an adverse effect on a person's ability to conduct their day-to-day

activities. Employees are requested to inform the Directors if such a diagnosis occurs and should note that any such disclosure shall be treated in the strictest confidence.

Religious belief

Under the Equality Act, OLO Ltd will respect an individual's religion, religious belief or similar philosophical belief and will not allow discrimination or harassment of that individual due to those beliefs.

Bullying & harassment

Even where not covered by the specific aspects stated within this policy, OLO Ltd shall not tolerate any form of harassment, victimization or bullying within the workplace of its employees. Where employees feel impaired/affected by circumstances of harassment or victimisation to the extent that they feel unable to complete work safely they shall stop and ask for help.

Breach of policy

If you feel that you have been treated inequitably in breach of the above policy, then you must initially raise the complaint through the company Grievance Procedure. OLO Ltd shall then fully investigate any such complaint.

All employees are required to apply this policy in practice and failure to comply with, or deliberate breaches of, the above legislation will not be tolerated. Such instances will be investigated and dealt with under the company disciplinary procedure. If carried out deliberately or maliciously this will be regarded as gross misconduct and may dependent upon the severity of the breach result in summary dismissal.

Our commitment:

- To create an environment in which individual differences and the contributions of all our employees are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all Employee's.
- Equality in the workplace is good management practice and makes sound business sense.
- We review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by senior management.
- The policy will be monitored and reviewed annually.

Approved by



Alex Tucker
Managing Director
7th November 2022