

Diversity and Inclusion Policy

Valuing Diversity

Statement

Enscope consulting is committed to valuing diversity and any staff members will have the opportunity for employment, career and personal development on the basis of ability, qualifications and suitability for the work as well as their potential to be developed into the job.

We believe that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.

Enscope Consulting will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer or dismissal.

It is also the responsibility of any staff in their daily actions, decisions and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, customers, suppliers or any other person associated with the company.

Enscope also requires subcontractors to demonstrate evidence of their diversity and inclusion policies and practices, doing so by asking for these policies when preparing tenders. If not available they will be asked why this is the case and if action is intended. If action is intended they will be asked what this is and the timescales.

Key Actions

In adopting these principles Enscope Consulting:

1. Will not tolerate acts that breach this policy and all such breaches or alleged breaches will be taken seriously, be fully investigated and may be subject to disciplinary action where appropriate.
2. Fully recognises its legal obligations under all relevant legislation and codes of practice.
3. Will allow staff to pursue any matter through the internal procedures which they believe has exposed them to inequitable treatment within the scope of this policy.
4. Will ensure that all subcontractors understand and maintain their responsibilities and those of their team under this policy.
5. Will offer opportunities for flexible working patterns, wherever operationally feasible, to help employees to combine a career with their domestic responsibilities.
6. Will provide equal opportunity to all who apply for vacancies through open competition.
7. Will select candidates only on the basis of their ability to carry out the job, using a clear and open process.

8. Will provide all employees with the training and development that they need to carry out their job effectively.

9. Will provide all reasonable assistance to employees who are or who become disabled, making reasonable adjustments wherever possible to provide continued employment. We will ensure an appropriate risk assessment is carried out and that appropriate specialist advice is obtained when necessary.

10. Will distribute and publicise this policy statement through the company's website and discussions.

Dignity at Work

Statement

1. Enscope Consulting believes that the working environment should at all times be supportive of the dignity and respect of individuals. If a complaint of harassment is brought to the attention of the company director(s), it will be investigated promptly and appropriate action will be taken.

2. The *What* and *How* of Harassment can be defined as conduct, which is unwanted and offensive and affects the dignity of an individual or group of individuals.

3. Sexual harassment is defined as "unwanted conduct of a sexual nature, or other conduct based on sex, affecting the dignity of women and men at work". This can include unwelcome physical, verbal or non-verbal conduct.

4. People can be subject to harassment on a wide variety of grounds including:

- Race, ethnic origin, nationality or skin colour.
- Sex or sexual orientation.
- Religious or political convictions.
- Willingness to challenge harassment, leading to victimisation.
- Disabilities, sensory impairments or learning difficulties.
- Status as ex-offenders.
- Age
- Real or suspected infection with a blood borne virus (eg AIDS/HIV)
- Membership of a trade union or activities associated with membership

5. Forms may include:

- Physical contact ranging from touching to serious assault.
- Verbal and written harassment through jokes, offensive language, gossip and slander, sectarian songs, letters and so on.
- Visual display of posters, graffiti, obscene gestures, flags and emblems.
- Isolation or non-cooperation at work, exclusion from social activities.
- Coercion ranging from pressure for sexual favours to pressure to participate in political/religious groups.
- Intrusion by pestering, spying, following someone.
- Bullying

6. What someone should do if subjected to harassment:

- If employees feel they are being harassed they are strongly encouraged to seek early advice/support from the Enscape director(s). If the director is the cause of harassment, then employees should contact a trusted third party for potential, subsequent action involving support from outwith the company.
- Employees should also keep a written record detailing the incidents of harassment and any requests made to the harasser to stop. This written record should be made as soon as possible after the events giving rise to concern and should include dates, times, places and the circumstances of what happened.

7. In terms of training, employees are required to demonstrate that they have read and understood both Enscape's and the Scottish Government's policy and guidance on diversity and inclusion, the former available on the company's website, the latter at: <https://work-for-scotland.org/diversity-inclusion>.