

Equal Opportunities Policy

This document sets out our policy on equity, diversity, and inclusion, and equal opportunities. This policy does not form part of any contract of employment and we may amend it at any time.

Aspire Scientific is committed to a policy of treating all its employees, workers, and job applicants equally, fairly, and with respect. No employee or potential employee will receive less favourable treatment because of any 'protected characteristic', namely:

- Age (or perceived age);
- Disability (past or present);
- Gender reassignment;
- Marriage or civil partnership status;
- Race, colour, nationality, ethnic or national origins;
- Religion or belief;
- Sex;
- Sexual orientation;
- Maternity and pregnancy;
- Trade union membership (or non-membership); and
- Part-time or fixed term status.

No employee or potential employee will be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.

These principles of equality of opportunity and non-discrimination also apply to the manner in which our staff treat clients, customers, our business partners, and visitors.

Employees are expected to work with us towards these aims. In certain circumstances, an employee can be personally liable for discrimination against a fellow employee or a job applicant.

Our commitments

Aspire will:

- Encourage equality, diversity, and inclusion in the workplace

- 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 employees are recognised and valued.
- Take seriously any complaints of bullying, harassment, victimisation, and unlawful discrimination by fellow employees, clients, and other business partners.
- Make opportunities for training, development, and progression available to all employees, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Make decisions concerning employees based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review and update employment practices and procedures when necessary to ensure fairness and take into account any changes in the law.

Equality principles

There will be no discrimination because of any of the protected characteristics set out above.

We will appoint, train, develop, reward, and promote on the basis of merit and ability.

All employees have personal responsibility for the practical application of our equality policy, which extends to the treatment of job applicants, employees (including former employees), customers, clients, suppliers, and visitors.

The principles set out in this policy apply in the workplace and outside the workplace in a work-related context, such as on business trips, customer or supplier events, or work-related social events and at any time while an employee is representing the company.

Our Grievance Procedure is available to any employee who believes that they may have been unfairly discriminated against. Employees will not be victimised in any way for making such a complaint in good faith. Complaints of this nature will be dealt with seriously, in confidence, and as swiftly as possible.

Disciplinary action will be taken against any employee who is found to have committed an act of unlawful discrimination. Serious breaches of this policy and incidents of harassment and bullying may be treated as gross misconduct. Unwarranted allegations that are not made in good faith may also be considered a serious disciplinary matter.

Aspire Scientific HR workstream

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