

Policy - Rail

Title: Equality, Diversity and Inclusion Policy

Matchtech aims to provide equality of opportunity to all job applicants, subcontractors and clients by ensuring all have equal standing and are treated with equal respect. We celebrate and value the diversity of all our staff, subcontractors and clients. We are committed to equality of opportunity and diversity, work towards an inclusive environment for all, and will encourage our clients and partners to do the same.

We recognise the contribution of a diverse workforce, welcome different and fresh ways of thinking and encourage innovation within the workplace. We will ensure that everyone has access to jobs, training and development opportunities and will be treated fairly.

1 Equality, Diversity and Inclusion Policy

This policy has been formulated to align with the Equality Act 2010.

We will promote inclusion of people from under-represented and diverse groups and communities, enabling them to participate in and benefit from learning, working and conducting business at Matchtech.

It is Matchtech policy to treat all job applicants, staff, learners, subcontractors and clients fairly and equally, regardless their circumstances mentioned in 2.2.

We will sensitively endeavour to monitor the composition of our workforce, and introduce positive action if it appears that this policy is not fully effective. Matchtech will strive to do all we can to promote good practices to eliminate discrimination, harassment or unfair treatment.

2 Procedure

- 2.1 All staff have a personal responsibility for the implementation of this policy. Any instance of doubt about the application of this policy, or other questions, should be addressed to the HR Manager.
- 2.2 Matchtech will not discriminate on grounds of sex, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, pregnancy status, race, ethnic origin, colour, nationality, national origins, social background, disability or age.
- 2.3 Subject to the overriding consideration of protecting children and vulnerable people, we will also make every effort to prevent unfair discrimination against those with criminal records.
- 2.4 The following applies to the process of recruitment and selection, promotion, training, conditions of work, pay and benefits and to every other aspect of employment, including general treatment at work and the processes involved in the termination of employment.
 - 2.4.1 These procedures apply to job applicants (both internal and external) and all workers whether full time, part time, casual, temporary, and seasonal or contract.
 - 2.4.2 When establishing criteria for recruitment and promotion to vacant posts, Matchtech will consider carefully whether any minimum or maximum number of years of relevant experience is necessary for effective performance of the job. Such restrictions will not be imposed unless there is a job-based reason why they are necessary.
 - 2.4.3 Staff should note that the imposition of any provision, criterion or practice which has a disproportionate adverse impact on someone on grounds of his or her sex, race, marital status, civil partnership status, religion or belief or sexual orientation or age will be unlawful unless it can be justified on grounds of business need. (E.g. a requirement to speak or write English to a standard of fluency would discriminate indirectly against many people of overseas nationality.) In the event of any query or doubt, the HR Director should be consulted.

- 2.4.4 Where increased pay and/or enhanced benefits are offered to staff on the basis of length of service, these are intended to reward loyalty, maintain motivation and reflect higher levels of relevant experience.
- 2.4.5 Staff who are disabled or become disabled in the course of their employment should inform Matchtech about their disability. Management will then arrange to discuss with the staff what reasonable adjustments to their job or working conditions or environment might assist them in the performance of their duties. The staff will also be encouraged to suggest any adjustments that they believe would be helpful to them. Careful consideration will be given to any proposals and, where reasonable and reasonably practicable such adjustments will be made. There may however be circumstances where it will not be reasonable or reasonably practicable for Matchtech to accommodate proposals put forward by the staff and this will be discussed with the individual concerned.
- 2.4.6 Any member of staff may use the grievance procedure to complain about discriminatory conduct. If the matter relates to sexual or racial harassment or harassment based on disability, sexual orientation, religion or belief or age, then the complaint may be raised directly with the HR Manager. Matchtech will aim to ensure that staff feel comfortable about raising such complaints. No individual will be penalised for raising such a complaint unless the substance of the complaint is untrue or the complaint is made in bad faith, for example out of malice.
- 2.4.8 Where a staff is falsely accused of discriminatory conduct, then he or she may implement Matchtech grievance procedure. In this instance, the person who made the false accusation will be subject to disciplinary action. In serious cases, such behaviour may be deemed to constitute gross misconduct and may result in summary dismissal in the absence of mitigating circumstances.
- 2.4.7 All staff and job applicants will be asked to complete a form denoting their sex, race, ethnic origin, age and any disabilities that they have. Matchtech guarantees that the information provided on this form will be used for the purpose of monitoring the effectiveness of this policy.
- 2.4.8 The composition of the workforce and of job applicants will be monitored on a regular basis. Should inequalities become apparent, positive action may, if appropriate, be taken to redress the imbalance.

OUR MISSION IS TO ENSURE THAT DISCRIMINATION NEVER HAPPENS

Policy Review and Availability

A review of our policies will be conducted at least annually, and also when there are significant changes affecting this policy. This policy is available and applicable to all Matchtech staff, and is available to other interested parties upon request.

Signed:  (Kenny Burton)
Position: Rail Director
Dated: 3rd July 2024