

PURE O2

EQUALITY AND DIVERSITY POLICY

**If you require this document in an alternative format, please
contact us on 0161 747 2617 or email:
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1. Introduction

1.1 Background

Pure O2 is proud of its diverse community of staff, partners and visitors and is committed to creating a positive environment where everyone is treated with dignity and respect. The Company aims to build a culture where:

- Fairness and inclusion are a fundamental part of everything that we do.
- Diversity is valued and celebrated.
- Good relations between diverse members of the Company's community are respected.
- People's diverse abilities and backgrounds are recognised and are treated with respect.
- Staff and partners from diverse backgrounds have an equal opportunity to reach their potential.
- Benefits are maximised to the local communities that we serve.

1.2 Principles

This Policy provides a standpoint for the Company under the principles of equality for individuals who identify with the protected characteristics outlined in the Equality Act 2010. This policy exceeds the legislated principles, and will protect individuals from unlawful conduct, because of:

- age
- disability
- gender reassignment , gender identity and gender expression.¹
- marriage or civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

The Company will operate a zero tolerance approach in respect of prohibited conduct relating to the list above.

1.3 Purpose

The Company will ensure that people are treated equally regardless of their identification with one or more of the protected characteristics, of their

¹ Including those who identify as Trans*, gender non-binary and gender fluid.

socio-economic background, family responsibilities, or other appropriate distinction.

The Company will follow codes of practice and guidelines issued by the Equality & Human Rights Commission (EHRC), Government Equalities Office (GEO), and where appropriate Advance HE (formerly the Equality Challenge Unit).

We will be proactive in all matters relating to equality, diversity and inclusion. We value and will celebrate the richness brought to our institution by a diverse population of staff, students and partners. We recognise and will seek to reflect the positive contributions brought to the Company by the variety of its staff and students.

- 1.4** We will continue to strive to provide an environment in which people want to work and to be a model employer leading in good employment practice. Pure O2 is committed to enabling each member of staff to achieve their full potential in an environment characterised by dignity and mutual respect. The Company will take a zero tolerance approach to discrimination, victimisation, harassment or any other prohibited conduct of any kind by any party. Any action found to be in breach of any of these would be addressed in accordance with Company policies and procedures.
- 1.5** Equality and diversity strengthens all of our work and is at the heart of what we are and what we do.

2. SCOPE

- 2.1** The Policy applies to all employees, prospective employees, students, and visitors, as well as any persons or companies associated with the functions of the Company.
- 2.2** The Company takes its responsibility to these people seriously and seeks to ensure that they are treated with dignity and respect.
- 2.3** The Policy applies to all areas of employment including recruitment applications, short-listing, selection, progression, training, reward, benefits, capability and performance, discipline, grievance, absence, conditions of service and reasons for termination of employment.
- 2.4** The Company's Equality & Diversity Strategy and its associated plan support this Policy and set out the activities the Company shall undertake to meet and exceed our Statutory Duties.

The activity committed to over the period of the strategy will support us to meet our legal duties, in particular the need to have due regard to:

- i. Eliminate discrimination, harassment, victimisation and any other prohibited conduct within the Act;
- ii. Advance equality of opportunity between those that share a protected characteristic and those that do not;
- iii. Foster good relations between those who share a protected characteristic and those who do not.

3. ROLES & RESPONSIBILITIES

3.1 An Equality & Diversity Policy cannot succeed without the active support of the entire community. The responsibility for delivering the Policy extends to every member of the organisation including managers, those with an explicit remit for diversity, and individual members of staff. The implementation of this Policy is therefore a shared responsibility amongst staff employed by the Company. In addition, key individuals have specific responsibilities as set out below:

3.1.1 Overall responsibility for the Policy will sit with the Managing Director. This includes responsibility for ensuring that the Policy is communicated, implemented, monitored and continuously reviewed according to legislation.

4. IMPLEMENTATION

- 4.1** The Managing Director is responsible for the overall implementation and monitoring of the Policy through the Strategy actions and will provide progress reports on an annual basis.
- 4.2** All staff should be provided with information about the Policy on registration and abide by its principles.
- 4.3** All employees should familiarise themselves with this Policy and ensure their practices are consistent with its contents and legislation.
- 4.4** New employees must receive information on Equality & Diversity obligations and provisions from their managers at an early stage in their employment. The Company induction programme includes an opportunity to access Equality & Diversity resources.
- 4.5** Individual members of staff should inform their line manager, their HR Advisor and/or trade union representative if they think that discrimination is taking place.

5. COMMUNICATION

- 5.1** It is important that employees at all levels are aware of this Policy in order to comply with its requirements. A copy is available on the website and copies will be made available to staff who have limited access to a computer.
- 5.2** The Policy will be published online and made available in hard copy and alternative formats upon request.

6. COMPLAINTS

- 6.1** The Company will take seriously any instances of non-adherence to the Equality and Diversity Policy by employees, prospective employees, partners, and visitors, as well as any persons or companies associated with the functions of the Company. The Company will ensure that all staff and students are given opportunities to pursue reasonable means to follow procedures should they feel they are experiencing discrimination. Complaints of discrimination because of the areas covered by this Policy should be brought using the appropriate Grievance Procedures for staff and students.
- 6.2** Any instances of non-adherence will be investigated and where appropriate will be considered under the relevant disciplinary Policy for staff or partners. With regard to any breach of the Policy by visitors or any persons or companies associated with the functions of the Company, the Company will take appropriate action in relation to the nature of the incident.
- 6.3** Any member of staff who wishes to raise a complaint will be referred through the Complaints Procedure.
- 6.4** Any applicant for employment concerned about the application of the Policy should contact the Managing Director.