

Discrimination policy

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Discrimination = Treatment of some people differently from others.

There are laws against discrimination on the basis of your:

- age, gender, gender reassignment
- marriage or civil partnership
- pregnancy and maternity leave
- sexual orientation
- disability
- race, colour, ethnic background
- nationality, religion or political opinion

There are also laws which forbid workers from being dismissed or treated less favorably than other workers because they do:

- part-time work
- fixed-term work

Legal

Worldwide legislation protects employees, contractors and suppliers from discrimination of different types.

Direct discrimination

Direct discrimination happens when a company treats a worker/supplier less favourably than someone else because of one of the above reasons.

Indirect discrimination

Indirect discrimination is when a working condition or rule disadvantages one group of people more than another. Indirect discrimination is unlawful, whether it is done on purpose or not. It is only allowed if it is necessary for the way the business works, and there is no other way of achieving it.

Harassment

Every person has the right not to be harassed or made fun of at work or in a work-related setting (for example, an office party).

Harassment means offensive or intimidating behaviour - sexist language or racial abuse, which aims to humiliate, undermine or injure its target or has that effect.

Victimisation

Victimisation means treating somebody less favourably than others because they tried to make, or made, a complaint about discrimination.

Being treated unfairly for other reasons

If you are treated unfairly, but it is not for one of the reasons listed above, it may be that you are being bullied.

Bullying behaviour

Bullying includes abuse, physical or verbal violence, humiliation and undermining someone's confidence. You are probably being bullied if you are:

- constantly picked on
- humiliated in front of colleagues
- regularly treated unfairly
- physically or verbally abused
- blamed for problems caused by others
- given too much to do, so that you regularly fail in your work
- regularly threatened with the sack
- unfairly passed over for promotion or denied training opportunities

Bullying can be face-to-face, in writing, over the phone or by social media or email.

Roles and responsibilities

	MT	Non MT	External
Prevent any discriminative actions	A	C	C
Speak up when discrimination occurs/is witnessed	R	A	
Address the discriminative situation in the most respectful and best way possible	A	R	R

Requirements

From managers

- Practice what we preach and if you observe any biases in you, then work on them
- Always encourage people to speak up
- Be present and assertive and focus on identifying proactively such discriminative situations
- As soon as such a situation is reported assess it and address it
- If you feel you are not ready to cope with the situation escalate to the CEO and request help

From workers/suppliers

- Maintain a healthy and discrimination free work environment
- If you feel safe, Speak up to the person(s) who discriminated
- Reach out for guidance to our CEO or the Trustworthy person (please check the [Org chart](#))
- Keep a written record or diary. Write down details of every incident and keep copies of any relevant documents.
- If you feel you are not heard: Make a formal complaint if you can't solve the problem informally.