

Equality, diversity and inclusion (EDI) policy

Policy statement

Tamar Organics is committed to creating a workplace where equality, diversity, and inclusion (EDI) are integral to our operations. We value and promote an inclusive environment where everyone is treated fairly, with dignity and respect. Our aim is to attract, develop, and retain a diverse workforce that reflects the communities we serve. The business aims to ensure that everyone in the workplace feels valued, respected, and supported in the workplace, regardless of their background or personal characteristics.

The business is committed to a policy of treating all its employees and job applicants equally, as well as providing reasonable adjustments to provide equality of opportunity to disabled employees. The business will avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, transfer, opportunities for training, pay and benefits, other terms of employment, discipline, selection for redundancy and dismissal.

It is the policy of the business to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex and/or sexual orientation. In this policy, these are known as the 'protected characteristics'. The business will appoint, train, develop and promote on the basis of merit and ability alone.

Scope

This policy applies to all employee conduct in the workplace and also to employees' conduct outside of the workplace that is related to employees' work, including conduct at meetings, social events and social interactions with colleagues. This policy also applies to employees' conduct outside work which may impact on the business's reputation, including employees' expression of views on social media which are contrary to the commitments expressed in this policy, that could be linked to the business.

Employees' duties

Employees have a duty to co-operate with the business to ensure that this policy is effective to ensure equality, diversity and inclusion in the work place and to prevent discrimination and harassment. Action under the business's disciplinary procedure will be taken against any employee who is found to have committed an act of unlawful discrimination. Serious breaches of the EDI policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal. Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination.

Employees must not harass, bully or intimidate other employees for reasons related to one or more of the protected characteristics. Such behaviour will be treated as potential gross misconduct under the

business's disciplinary procedure. Employees who commit serious acts of harassment may also be guilty of a criminal offence. The business has a separate dignity at work policy which deals with these issues and sets out how complaints of this type will be dealt with.

Employees should draw the attention of their line manager to suspected discriminatory acts or practices. Alternatively employees may decide to raise these concerns with another colleague in a relevant position of seniority, or to raise the matter through the business's Grievance Policy. Employees must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or who has provided information about such discrimination. Such behaviour will be treated as potential gross misconduct under the business's disciplinary procedure. Employees should support colleagues who suffer such treatment and are making a complaint.

Managers' duties

Managers must ensure that those they manage adhere to the policy and promote the business's aims and objectives set out in this policy with regard to EDI. Managers are also responsible for identifying and addressing any behaviours or processes that conflict with this policy. Managers will be given appropriate training on EDI awareness from time to time.

Harassment and sexual harassment

Harassment is unwanted conduct related to a protected characteristic that has the purpose or effect of violating someone else's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment for someone else.

Sexual harassment is: conduct of a sexual nature that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment; and less favourable treatment related to sex or gender reassignment that occurs because of a rejection of, or submission to, sexual conduct.

The business will take all reasonable steps to eliminate harassment based on a protected characteristic and sexual harassment, in all aspects of employment.

Equal pay and equality of terms

The business is committed to equal pay and equality of terms in employment. It believes its male and female employees should receive equal pay where they are carrying out like work, work rated as equivalent or work of equal value. In order to achieve this, the business will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

Grievances and complaints

All allegations of discrimination will be dealt with seriously, confidentially and speedily. The business will not ignore or treat lightly grievances or complaints about unlawful discrimination from employees. Such complaints should be raised promptly under the terms of the business's grievance procedure.