

Equal Opportunities Policy

Quality Standards

| Legislation | Details |
|--|---|
| Regulation 4: the leadership and management standard | The registered person is required to lead and manage the supported accommodation undertaking in a way that is consistent with the approach and ethos, and delivers the outcomes, set out in the undertaking's statement of purpose; ensure that a workforce plan for the supported accommodation undertaking is in place. |

Key Principles

| Principle | How this applies to Equal Opportunities |
|--|---|
| I receive high-quality, tailored support that sustains my health and wellbeing | Staff can better provide high-quality and tailored support if given the equal opportunity to do so, through good employment practices and encouragement of a diverse and inclusive culture. |

This policy should be read in conjunction with our:

- Dignity at Work Policy
- Diversity, Equality and Inclusion Policy
- Equal Opportunities Form
- Religion and Belief Policy
- Staff Support Policy
- Stress Management Policy
- Violence at Work Policy

Policy Statement

Policy Aims

Orchard Therapeutic Care Ltd's policy to treat all job applicants and employees fairly and equally, regardless of sex, pregnancy, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age or perceived age, race, colour, nationality, national or ethnic origin or disability. Furthermore, Orchard Therapeutic Care Ltd will monitor the composition of the workforce to ensure that this policy is effective.

Through this policy and procedure and the training and development of managers and staff, Orchard Therapeutic Care Ltd will do all it can to promote good practice in this area in order to eliminate discrimination and harassment as far as is reasonably possible.



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Procedure

- 1 Orchard Therapeutic Care Ltd is an equal opportunity employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees. Every manager and employee has personal responsibility for the implementation of the policy. Any instance of doubt about the application of the policy, or other questions, should be addressed to your Registered Manager or the HR department, as should any requests for special training.
- 2 Orchard Therapeutic Care Ltd will not discriminate on grounds of sex, trans-gender status, pregnancy or maternity, sexual orientation, religion or beliefs, marital status, civil partnership status, race, ethnic origin, colour, nationality, national or ethnic origins, disability or age, or any other grounds (whether prohibited by legislation or otherwise).
- 3 The prohibition on discrimination applies equally to situations where someone thinks or perceives (whether rightly or wrongly) that a colleague is of a particular race, sexual orientation, religion, age, sex or that they have a disability, are transgender or pregnant.
- 4 The non-discrimination principle inherent in this policy includes the prohibition of discrimination against an individual because he or she associates with someone of a particular race, religion, sexual orientation, age, etc., for example, an employee who is married to someone of a minority ethnic origin or who socialises with gay or lesbian friends.
- 5 The policy applies to the process of recruitment and selection (see our Equal Opportunities Form), 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.



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- 6 The policy applies to job applicants (both internal and external) and all employees and other workers whether full-time, part-time, temporary, or bank.
- 7 Employees should note that the imposition of any provision, criterion or practice which has a disproportionate adverse impact on someone for a reason related to sex, trans-gender status, race, married status, civil partnership status, religion or belief, sexual orientation, disability or age will be unlawful unless it can be objectively justified. In the event of any query or doubt, the Registered Manager should be consulted.
- 8 Orchard Therapeutic Care Ltd do not operate any compulsory retirement age, and each employee may choose for themselves when to stop working, subject to him or her continuing to be sufficiently fit to perform his or her job to a satisfactory standard.
- 9 Employees who are disabled or become disabled in the course of their employment should inform the Registered Manager about their disability. Management will then arrange to discuss with the employee what reasonable adjustments to his or her job or working conditions or environment might assist him or her in the performance of his or her duties. The employee will also be encouraged to suggest any adjustments that he or she believes would be helpful. 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 to accommodate proposals put forward by the employee.
- 10 Any member of staff may use the company Grievance Procedure to complain about discriminatory conduct. If the matter relates to sexual or racial harassment or harassment on the basis of transgender status, disability,



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sexual orientation, religion or belief or age, then the complaint may be raised directly with the HR department or the Registered Manager. Orchard Therapeutic Care Ltd are committed to ensuring that staff feel comfortable about raising such complaints. No individual will be penalised for making such a complaint unless the substance of the complaint is untrue or the complaint is made in bad faith, for example out of malice.

- 11 Where an employee is falsely accused of discriminatory conduct, then he or she may implement the grievance procedure.
- 12 Any employee who makes a false accusation of harassment may be subject to disciplinary action. In serious cases, such behaviour may be deemed to constitute gross misconduct and may result in dismissal.
- 13 All employees and job applicants will be asked to complete a form denoting their sex, race, ethnic origin, age and any disabilities that they have Orchard Therapeutic Care Ltd guarantees that the information provided on this form will be used solely for the purpose of monitoring the effectiveness of its equal opportunities policy.
- 14 This policy will be monitored on a regular basis by senior management. Where there are issues with the way the policy is working, these will be looked at closely with a view to identifying measures to improve the effectiveness of the policy.



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Monitoring and Review

The Registered Manager will check this policy is working properly and they will review it at least once a year. We will make improvements to the policy wherever we can.

Employees are invited to suggest any ways the policy can be improved.

This policy does not form part of any employee's contract of employment, and it may be amended at any time.

After reading this Policy, you should be able to:

- Understand what the Equal Opportunities Policy is and how the Equal Opportunities Policy operates.
- Understand how Equal Opportunities Policy operates at Orchard Therapeutic Care Ltd and have an awareness of the actions we take in preventing, identifying and reporting concerns.
- Understand the role you play in Equal Opportunities Policy.

If you have not understood any of these points, please ask your Line Manager or trainer for further help



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Policy Review

A Director will review this policy at least once a year to make any updates needed.

Authorisation and Signature

This Policy is the authorised version agreed by the CEO of Orchard Therapeutic Care Ltd.

All employees are expected to follow this policy and failure to do so could result in disciplinary action.

A handwritten signature in black ink, appearing to read "Ludivine Parmentier".

Ludivine Parmentier
Chief Executive Officer