

Equality and Diversity **Policy**



TATA CHEMICALS EUROPE

Equality and Diversity **Policy**

Our Aim

Here at TCE we are committed to achieving a more diverse workforce. We believe that difference is strength. This policy aims to help all employees embrace diversity and understand what is expected of colleagues in this area. We believe that the more our people reflect the diversity of our customers and local communities, the better equipped we are to service their needs and achieve our aims.

We are committed to the principles of fairness and mutual respect and where everyone accepts the concept of individual responsibility. It is therefore the responsibility of every employee to make sure they observe and adhere to this policy at all times.

Our Policy

The following policy is to promote a working environment that values equality and diversity and is free from discrimination.

We are committed to creating a culture that respects and values each other's differences and one that promotes dignity, equality and diversity, that encourages individuals to develop and maximise their true potential and that combats prejudice, discrimination and harassment.

Our aim is that the workforce will be truly representative of all sections of society.

We recognise that many people in our society experience discrimination. Discrimination is acting unfairly against a group or individual through for example exclusion, verbal comment, denigration, harassment, victimisation, a failure to appreciate needs or the assumption of such needs without consultation.

Discrimination can be direct or indirect (where there is a condition, rule, policy or practice that applies to everyone but which particularly disadvantages people with a protected characteristic and cannot be justified).

All forms of discrimination are unacceptable, regardless of whether there was any intention to discriminate or not. We view any breach seriously. We will investigate and potentially take disciplinary action. This may include summary dismissal in instances we consider gross misconduct.



Equality and Diversity **Policy**

Our aim is to ensure that no worker, either current or potential, is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race including ethnic origin, colour, nationality and national origin, religion or belief, sex, sexual orientation, family situation, caring responsibilities, socio-economic background, trade union activity or employment status, whether part-time, full-time, fixed-term or temporary (this is not an exhaustive list).

TCE is committed to a programme of action to make this Equality and Diversity Policy effective.

We will seek to maximise the efficiency of our whole workforce through the delivery of our commitments:

We treat each other fairly and with respect

- To create an environment in which individual differences and the contributions of all team members are recognised and valued.
- To require employees to treat everyone with courtesy and respect.
- To create a working environment that promotes dignity and respect for every employee.
- To celebrate individuality and appreciate everyone's contribution.

We have opportunities to develop and progress

- To support and encourage everyone to build their skills and fulfil their potential.
- To regularly review all our employment practices and procedures so that fairness is maintained at all times.

We work as part of a positive and caring team

- To promote equality in the workplace, which TCE believes is good management practice and makes sound business sense.
- To not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this Policy.
- To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can investigate and apply corrective measures.

All employees will be made aware of TCE's Equality and Diversity's policy and will be expected to comply with it. They have a duty to co-operate to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination.



Equality and Diversity **Policy**

Managers and supervisors have a responsibility to raise awareness of the issue, respond positively to any complaints and challenge and stop unacceptable behaviour in the workplace.

This policy applies to all workers on and off the premises, including those working away from their main office or normal place of work.

It will be communicated to workers using a variety of methods including training, information and publicity, team briefings, and in-house publications/Intranet.

Responsibilities

Every member of staff is responsible for their own compliance with this policy. Breaches of the Equality and Diversity Policy will be regarded as misconduct and could lead to disciplinary action against employees and termination of contracts for services of contractors or agency staff.

Workers who feel they have been discriminated against should raise the matter with their line manager. Initially the worker and manager should aim to resolve the matter informally. It may be that discriminatory action is unwitting and easily resolved once the problem is clear.

If the worker is dissatisfied with the outcome, the complaint is very serious, or their line manager is the cause of the complaint, the worker should raise the matter, in writing, as a formal grievance under the Grievance Procedure. Employees can also use the Whistleblowing Procedure.

