

Equality and Diversity Policy

Last updated: September 2020

Introduction

Technetix is committed to providing equal opportunities in employment and avoiding unlawful discrimination, victimisation, harassment, violence, bullying, or threatening behaviour and any other behaviour which devalues and gives rise to an atmosphere that is uncomfortable in the eyes of our employees and our customers. This Policy applies to all employees of Technetix globally, our workers or contractors as well as job applicants.

This Policy should be read in conjunction with the Company's **Anti-Bullying & Harassment Policy**. This Policy does not form part of any employee's Contract of Employment and it may be amended at any time.

This Policy, together with the Anti-Bullying & Harassment Policy, intends to set out those behaviours which we seek for the workplace as well as giving examples of those behaviours that are considered unacceptable and which may constitute discrimination, harassment, bullying or victimisation. It applies to all aspects of an employees' and workers' relationship with Technetix, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

All employees should be aware of the importance which Technetix attaches to this Policy and should ensure that they do not by their own actions, behaviour or attitudes directly or indirectly or unintentionally discriminate, harass or victimise against job applicants or employees or induce such behaviour in another. Employees must report any breaches that they become aware of to their manager or HR. Any failure by employees to carry out their duties under this Policy or the Anti-Bullying and Harassment Policy may lead to disciplinary action, where appropriate, which may result in dismissal without notice.

Our commitment to Equal Opportunities

Technetix is an equal opportunities employer, recognising that our future success in a highly competitive marketplace critically depends on our people and their contributions.

We are also committed to ensuring that we act within the framework of the Equality Act 2010 (UK) (and all equivalent local laws that operate to an equal or higher standard) and that our workplaces are free from unlawful discrimination on the grounds of actual or perceived sex, colour, race, nationality, ethnic or national origin, gender (including gender reassignment), actual or perceived sexual orientation, religion or belief, age, marital status (including civil partnerships), pregnancy and maternity or disability. Collectively, these grounds are known as "Protected Characteristics" and will be used for all Technetix locations. All employees and any job applicants will receive equal treatment regardless of any Protected Characteristics that they possess.

Employees must not unlawfully discriminate against or harass colleagues including current and former employees and workers, job applicants, clients, customers, suppliers, and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers, or other work-related contacts), and on work-related trips or events including social events, whether sponsored by Technetix or not.

We aim to ensure that our employees achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. We have adopted this Policy as a means of helping to achieve these aims.

The principle of equal opportunities applies to the recruitment process, to all terms and conditions of work, to transfer and dismissal. All employees have equal access to training, re-training, promotion and career development opportunities, subject to business and any occupational requirements.

We recognise that all employees should be treated with equal respect and dignity and that a working environment should be provided which is free of any form of harassment, bullying and unlawful intrusion

into private affairs of fellow employees.

THE COMMITMENT

Technetix will not, and will not allow any employee or anyone acting on its behalf to, discriminate directly or indirectly in recruitment or employment on grounds of a Protected Characteristic/s.

Direct Discrimination

Direct discrimination occurs when someone is treated less favourably than another because of a Protected Characteristic. Direct discrimination can be unintentional.

Indirect discrimination

Indirect discrimination occurs where a provision, criterion or practice is applied by the employer to all or some employees but because of a person's Protected Characteristic they cannot comply with it and are put at a disadvantage when compared to others.

Victimisation

Victimisation occurs when someone is victimised because he or she has alleged unlawful discrimination or supported someone to make a complaint or given evidence in relation to a complaint relating to discrimination or harassment.

Disability Discrimination

This includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and a failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

Bullying and Harassment

Technetix is committed to creating a work environment free of harassment and bullying, where everyone is treated with dignity and respect.

This Policy should be read in conjunction with the Company's Anti-Bullying & Harassment in the Workplace Policy.

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power which is meant to undermine, humiliate or injure the person on the receiving end. Examples of bullying would include picking on someone or setting him or her up to fail or making threats or comments about someone's job security without good reason.

Harassment includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Please refer to the Company's **Anti- Bullying and Harassment Policy** for further information.

Recruitment and selection

Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person where possible.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children. Job applicants should not be asked about health or disability before a job offer is made.

Enforcing your rights

Anyone who believes they are being disadvantaged on discriminatory grounds, bullied or harassed may be able to sort out matters informally on their own or should raise the matter informally with their manager or a senior

manager.

If it is not appropriate to raise the matter informally or the matter has not been resolved, it can be raised by writing a formal complaint using the Company's **Grievance Procedure**. All complaints will be investigated promptly and thoroughly, and in a timely and confidential manner. Employees have the right to be accompanied by a work colleague or trade union representative of their choice at any meeting dealing with the grievance.

Investigations will pay due respect to the rights of both the complainant and the alleged discriminator. If the investigation reveals that the complaint is valid, the Disciplinary Procedure will be invoked against the alleged discriminator, which may result in dismissal without notice (subject to local law/legislation).

An employee will also be liable to disciplinary action if he/she intimidates, victimises or discriminates against anyone who complains of discrimination or harassment, or, who is involved in the investigation or if false complaints are made about an individual.

Employees' responsibilities

Every employee is required to help Technetix meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination.

Employees can be held personally liable as well as, or instead of, Technetix, for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the Company's disciplinary procedure. Conduct of this type may be classed as gross misconduct which can lead to dismissal without notice.

Associated policy: **Anti-Bullying & Harassment Policy**