

## **Policy: Fairness, Inclusion and Respect (FIR) Policy**

### **1. SUMMARY**

- 1.1. This policy defines WINNS Services Fairness, Inclusion and Respect (FIR) Policy to ensure it meets requirements.
- 1.2. The Operations Director is responsible for implementation and management of the Fairness, Inclusion and Respect (FIR) Policy

<b>Rev.</b>	<b>Date</b>	<b>Nature of Changes</b>	<b>Approved By</b>
1	1 <sup>st</sup> January 2022	Original issue.	C Stebbing

### **Policy: Fairness, Inclusion and Respect (FIR) Policy**

#### Vision

We strive to have an inclusive work environment, where all individuals are treated fairly and respectfully, with equity of access to opportunities and resources where everyone can achieve their potential and contribute fully to the business success.

#### **Fairness, Inclusion and Respect (FIR)**

WINNS Services; Code of Conduct and Ethics and the Anti-Corruption Code serve as a reminder that belonging to WINNS Services involves more than just strict adherence to applicable laws and regulations. They set out the ethical principles that guide our behaviours and the expectation that everyone demonstrates exemplary conduct based on transparency, integrity, fairness and respect. We are actively committed to advancing FIR among our workforce and our supply chain, where everyone is recognised for having their own characteristics, background, experience and abilities. With our customers, we consider the diverse nature of communities when we make decisions to become more effective at attracting, recruiting and retaining a representative workforce. The Equality Act protects people against discrimination. Under the Equality Act, there are nine protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race

- Religion and belief
- Sex
- Sexual orientation

All employees are made aware of and must comply with the latest legislation and best practice in this area. The behaviours of our people help to embed FIR across the business, reflecting one of our core values Integrity.

## **Equity of Opportunity**

Equality suggests that everyone is at a particular starting point and should be treated the same. It seeks to promote fairness, but it can only work if everyone starts from the same place and needs the same level of support. Equity, by way of contrast, aims to give everyone what they need to be successful. It focuses on equality of outcomes. Equity of opportunity is about ensuring everybody has an equal chance to take up and make full use of the opportunities, on offer and to fulfil their own potential. We recognise that sometimes we must treat some people differently (positive action) for them to experience equitable treatment with access to the same opportunities as other people. We commit to ensuring that all groups and individuals within our workforce and supply chain have equity of opportunity to benefit from the services and employment opportunities we provide. In particular, we commit to:

- Ensuring that people are treated fairly, respectfully and are protected from discrimination, bullying or harassment.
- Raising awareness of the impact of bias, conscious and unconscious.
- Providing fair and open access to development opportunities to fully utilise the talents of all our employees.
- Improving the sourcing, recruitment and retention of people from diverse backgrounds.
- Ensuring that employment decisions are fair and objective.
- Reviewing policies to ensure they reflect our commitment to FIR.
- Empowering our people to challenge and report any inappropriate or discriminatory behaviour they encounter or witness on the part of someone else.
- Taking the appropriate steps when concerns arise.

## **Discrimination (direct or indirect), victimisation, bullying or harassment**

All employees are responsible for compliance with this policy and ensuring that any conduct that may be interpreted as discrimination, victimisation, bullying or harassment does not take place. It is not the intention that decides whether inappropriate conduct has taken place, but whether the recipient or observer feels the behaviour is unacceptable. All allegations will be dealt with in a serious and confidential manner and no employee will be victimised for raising a complaint.

## **Monitoring**

We will maintain and review the employment records of all employees to monitor the progress of this policy.

Monitoring may involve:

- The collection and classification of information regarding the protected characteristics of applications and current employees.
- The examination by protected characteristics of the distribution of employees and the success rate of the applicants.
- Recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
- The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to ensure equity of opportunities for all applicants and employees.

### **How will the policy be implemented and who is responsible**

We expect all our employees to fully comply with this policy. The Managing Director has charged the Operations Directors with the implementation and monitoring of this policy. It is management's responsibility to communicate the expected standards to our employees and ensure that they conduct themselves in an appropriate manner. Disciplinary action shall be taken against any employee who is in breach of our principles.

To implement this policy:

- All employees of WINNS Services will be made aware of the provisions of this policy.
- We will ensure that adequate resources are made available to fulfil the objectives of the policy.