



EQUAL OPPORTUNITIES AND DIVERSITY AT WORK POLICY (FOR EMPLOYEES)

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| Policy Code | HR10 |
| Policy start date | November 2022 |
| Policy review date | November 2025 |

1. Scope and Purpose of this Policy

1.9 Any questions about the content or application of this policy should be referred to CIT HR department in the first instance.

1.10 This policy applies to all aspects of CIT relationship with employees and to relations between employees at all levels. This includes:

- job advertisements
- recruitment and selection
- training and development
- opportunities for promotion
- conditions of service
- pay and benefits
- conduct at work
- disciplinary and grievance procedures
- termination of employment.

1.11 CIT will take appropriate steps to accommodate the requirements of different religions, cultures, and domestic responsibilities.

1.12 This policy should be read in conjunction with the CIT Equality Objectives.

2. Forms of Discrimination

2.1 Discrimination by or against an employee is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

2.2 Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics set out above. For example, rejecting an applicant on the grounds of their race because they
discrimination.

2.3 Indirect discrimination occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same protected characteristic at a particular disadvantage.

2.4 Harassment related to any of the protected characteristics is prohibited. Harassment is unwanted conduct that has the purpose or effect of violating
or offensive environment for them.

2.5 Victimisation is also prohibited. This is less favourable treatment of someone who had complained or given information about discrimination or

3. Recruitment and Selection

3.1 CIT aims to ensure that no job applicant suffers discrimination because of any of the protected characteristics above. CIT reviewed regularly to ensure individuals are treated on the basis of their relevant merits and abilities. Job selection criteria are regularly reviewed to ensure they are relevant to the job and are not disproportionate.

3.2 Job advertisements will avoid using wording that may discourage particular groups from applying. A short policy statement on equal opportunities and a copy of this policy shall be sent on request to those who enquire about vacancies.

3.3 CIT will take steps to ensure its vacancies are advertised to a diverse labour

before employment starts, to satisfy current immigration legislation. A list of acceptable documents is available from www.gov.co.uk

3.7 To ensure this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged, CIT ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary and it will
cruitment or any other

Department or, if inappropriate under the circumstances of the case, with the Director of HR thereafter. In some cases, it may be possible to resolve the matter informally and reach a satisfactory resolution.

10.3 If a member of staff wishes to make a formal complaint then he or she should follow the CIT

10.4 If an employee is accused of unlawful discrimination, victimisation or harassment, CIT will investigate the matter fully. In the course of the investigation the employee will be given the opportunity to respond to the allegation and provide an explanation for his or her actions.

If CIT concludes the claim is false or malicious then the complainant may be subject to disciplinary action.

10.5 If, on the other hand, CIT
unlawful discrimination, victimisation or harassment, he or she may be subject to disciplinary action under CIT
summary dismissal for gross misconduct.

11. Policy Changes

This policy will be reviewed every 3 years by the CIT People Committee.

The next review will take place in November 2025, however, the policy will be reviewed earlier if significant updates are required.