

EQUAL OPPORTUNITIES AND DIVERSITY POLICY

AMENDMENT HISTORY						
This document is reviewed periodically, at least annually, and is retained for a period of six years. Amendments and revisions are distributed by the named holder. The history of amendments and the issue of revisions are recorded below.						
ISS	REV	DESCRIPTION	PREPARED	APPROVED & AUTHORISED	SIGNED	ISSUE DATE
01	00	First Issue	David Wright	Marcel Madden Managing Director		11/10/2021
02	00	Policy Update	David Wright	Marcel Madden Managing Director		06/09/2022
03	00	Policy Review	David Wright	Marcel Madden Managing Director		26/01/2024

Disclaimer:	Although every care has been taken to ensure accuracy in the preparation of this Equal Opportunities Diversity Policy and subsequent updates, the Author, Dr D Wright shall not be liable for any misinterpretation, error, or omission by the reader, nor for incidental or consequential damage, including the violation of any General Data Protection Regulation and/or any associated legislation in connection with the use of this document.
Circulation List:	This Equal Opportunities Diversity Policy is a controlled document and is maintained on www.mydavidwright.co.uk as pdf read only. The Managing Director – Mr. M Madden must ensure that all amendments are circulated, and obsolete copies removed and filed. Hard copies used for training and internal auditing are controlled and distributed as follows.
Copy No:	1 (one) CONTROLLED
Holder:	Managing Director – Mr. Marcel Madden

 <p>Electrical Power Systems ▲ Modelling ▲ Analysis ▲ Design</p> <p><small>This document, including copyright and design rights, is the property of Delta Matrix Limited and may not be reproduced or used without the written permission of Delta Matrix Limited. It is supplied without liability for errors and omissions. www.deltamatrix.co.uk</small></p>	TITLE EQUAL OPPORTUNITIES AND DIVERSITY POLICY	POLICY REF. DML50007		ISSUE 03
	CONFIDENTIALITY LEVEL CONTROLLED: UNCONTROLLED IF PRINTED	ISSUE DATE 26/01/2024	SHEET 1 of 6	REV 00

1. Policy Statement

1.1. Delta Matrix Limited (“the Company”) is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy, and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age, or sexual orientation. This Policy aims to remove unfair and discriminatory practices within the Company and to encourage full contribution from its diverse community. The Company is committed to actively opposing all forms of discrimination.

1.2. The Company also aims to provide a service that does not discriminate against its clients and customers in how they can access the services and goods supplied by the Company. The Company believes that all employees and clients are entitled to be treated with respect and dignity.

1.3. All personal data used in connection with this Policy shall be collected, held, and processed in accordance with the Company’s [Employee] Data Protection Policy.

2. Objectives of the Policy

2.1. To prevent, reduce and stop all forms of unlawful discrimination in line with the Equality Act 2010.

2.2. To ensure that recruitment, promotion, training, development, assessment, benefits, pay, terms and conditions of employment, redundancy and dismissals are determined based on capability, qualifications, experience, skills, and productivity.

3. Designated Officer

3.1. The designated officer is Mr M Madden, Managing Director.

4. Definition of Discrimination

4.1. Discrimination is unequal or differential treatment which leads to one person being treated favourably than others are, or would be, treated in the same or similar circumstances on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. Discrimination may be direct or indirect and includes discrimination by perception and association.

5. Types of Discrimination

5.1. Direct Discrimination. This occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of race, sex, pregnancy, and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

5.2. Indirect Discrimination. This is the application of a policy, criterion, or practice which the employer applies to all employees, but which is such that:

- (a) if it is detrimental to a considerably larger proportion of people from the group that the person the employer is applying it to represents.

 <p>Electrical Power Systems • Modelling • Analysis • Design</p> <p><small>This document, including copyright and design rights, is the property of Delta Matrix Limited and may not be reproduced or used without the written permission of Delta Matrix Limited. It is supplied without liability for errors and or omissions. www.deltamatrix.co.uk</small></p>	TITLE EQUAL OPPORTUNITIES AND DIVERSITY POLICY	POLICY REF. DML50007		ISSUE 03
	CONFIDENTIALITY LEVEL CONTROLLED: UNCONTROLLED IF PRINTED	ISSUE DATE 26/01/2024	SHEET 2 of 6	REV 00

- (b) the employer cannot justify the need for the application of the policy on a neutral basis; and
- (c) the person to whom the employer is applying it suffers detriment from the application of the policy.

5.3. Example. A requirement that all employees must be 6ft tall if that requirement is not justified by the position would indirectly discriminate against employees with an oriental ethnic origin, as they are less likely to be able to fulfil this requirement.

5.4. Harassment. This occurs when a person is subjected to unwanted conduct that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

5.5. Victimisation. This occurs when a person is treated less favourably because they have brought or intend to bring proceedings, or they have given or intend to give evidence.

6. Unlawful Reasons for Discrimination

6.1. Sex. It is not permissible to treat a person less favourably on the grounds of sex, marital status, civil partnership, pregnancy or maternity, gender reassignment or transgender status. This applies to men, women and those undergoing or intending to undergo gender reassignment. Sexual harassment of men and women can be found to constitute sex discrimination. Example: Asking a woman during an interview if she is planning to have any (more) children constitutes discrimination on the ground of gender.

6.2. Age. It is not permissible to treat a person less favourably because of their age. This applies to people of all ages. This does not currently apply to the calculation of redundancy payments.

6.3. Disability. It is not permissible to treat a disabled person less favourably than a non-disabled person. Reasonable adjustments must be made to give the disabled person as much access to any services and ability to be employed, trained, or promoted as a non-disabled person.

6.4. Race. It is not permissible to treat a person less favourably because of their race, the colour of their skin, their nationality, or their ethnic origin.

6.5. Sexual Orientation. It is not permissible to treat a person less favourably because of their sexual orientation. For example, an employer cannot refuse to employ a person because s/he is homosexual, heterosexual, or bisexual.

6.6. Religion and Belief. It is not permissible to treat a person less favourably because of their religious beliefs or their religion or their lack of any religion or belief.

7. Positive Action in Recruitment

7.1. Under the Equality Act 2010, positive action in recruitment and promotion applies as of 6 April 2011. 'Positive action' means the steps that the Company can take to encourage people from groups with different needs or with a past record of disadvantage or low participation, to apply for positions within the Company.

7.2. If the Company chooses to utilise positive action in recruitment, this will not be used to treat people with a protected characteristic more favourably, it will be used only in tie-break situations, when there are two candidates of equal merit applying for the same position.

 <p>Electrical Power Systems • Modelling • Analysis • Design</p> <p><small>This document, including copyright and design rights, is the property of Delta Matrix Limited and may not be reproduced or used without the written permission of Delta Matrix Limited. It is supplied without liability for errors and/or omissions.</small></p> <p>www.deltamatrix.co.uk</p>	TITLE	POLICY REF.		ISSUE
	EQUAL OPPORTUNITIES AND DIVERSITY POLICY	DML50007		03
CONFIDENTIALITY LEVEL	ISSUE DATE	SHEET	REV	
CONTROLLED: UNCONTROLLED IF PRINTED	26/01/2024	3 of 6	00	

8. Reasonable Adjustments

8.1. The Company has a duty to make reasonable adjustments to facilitate the employment of a disabled person. These may include:

- (a) making adjustments to premises.
- (b) re-allocating some or all of a disabled employee's duties.
- (c) transferring a disabled employee to a role better suited to their disability.
- (d) relocating a disabled employee to a more suitable office.
- (e) giving a disabled employee time off work for medical treatment or rehabilitation.
- (f) providing training or mentoring for a disabled employee.
- (g) supplying or modifying equipment, instruction, and training manuals for disabled employees; or
- (h) any other adjustments that the Company considers reasonable and necessary provided such adjustments are within the financial means of the Company.

8.2. If an employee has a disability and feels that any such adjustments could be made by the Company, they should contact the Designated Officer.

9. Responsibility for the Implementation of this Policy

9.1. All employees, subcontractors and agents of the Company are required to act in a way that does not subject any other employees or clients to direct or indirect discrimination, harassment, or victimisation on the grounds of their race, sex, pregnancy or maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

9.2. The co-operation of all employees is essential for the success of this Policy. Senior employees are expected to follow this Policy and to try to ensure that all employees, subcontractors, and agents do the same.

9.3. Employees may be held independently and individually liable for their discriminatory acts by the Company and in some circumstances an Employment Tribunal may order them to pay compensation to the person who has suffered as a result of discriminatory acts.

9.4. The Company takes responsibility for achieving the objectives of this Policy, and endeavours to ensure compliance with relevant Legislation and Codes of Practice.

10. Acting on Discriminatory Behaviour

10.1. In the event that an employee is the subject or perpetrator of, or witness to, discriminatory behaviour, please refer to Mr M Madden, Managing Director.

 <p>Electrical Power Systems • Modelling • Analysis • Design</p> <p><small>This document, including copyright and design rights, is the property of Delta Matrix Limited and may not be reproduced or used without the written permission of Delta Matrix Limited. It is supplied without liability for errors and omissions. www.deltamatrix.co.uk</small></p>	<p>TITLE</p> <p>EQUAL OPPORTUNITIES AND DIVERSITY POLICY</p>	<p>POLICY REF.</p> <p>DML50007</p>		<p>ISSUE</p> <p>03</p>
	<p>CONFIDENTIALITY LEVEL</p> <p>CONTROLLED: UNCONTROLLED IF PRINTED</p>	<p>ISSUE DATE</p> <p>26/01/2024</p>	<p>SHEET</p> <p>4 of 6</p>	<p>REV</p> <p>00</p>

11. Advice and Support on Discrimination

11.1. Employees may contact their employee or trade union representative if access to such an individual is possible. Other contacts include.

11.2. Equality and Human Rights Commission:

Manchester
Arndale House
The Arndale Centre
Manchester
M4 3AQ

London
Fleetbank House
2-6 Salisbury Square
London
EC4Y 8JX

Cardiff
Block 1, Spur D, Government Buildings
St Agnes Road
Gabalfa
Cardiff
CF14 4YJ

Glasgow
151 West George Street
Glasgow
G2 2JJ

Helpline Telephone Number:
Phone: 0808 800 0082
Textphone: 0808 800 0084

Website: www.equalityhumanrights.com

11.3. Citizens Advice Bureau:

3rd Floor North
200 Aldersgate Street
London
EC1A 4HD

Website: <https://www.citizensadvice.org.uk/>

11.4. Community Legal Services Direct:

Telephone: 0345 345 4 345

Website: <http://www.gov.uk/civil-legal-advice/>

 <small>Electrical Power Systems • Modelling • Analysis • Design</small> <small>This document, including copyright and design rights, is the property of Delta Matrix Limited and may not be reproduced or used without the written permission of Delta Matrix Limited. It is supplied without liability for errors and or omissions. www.deltamatrix.co.uk</small>	TITLE	POLICY REF.		ISSUE
	EQUAL OPPORTUNITIES AND DIVERSITY POLICY	DML50007		03
CONFIDENTIALITY LEVEL	ISSUE DATE	SHEET	REV	
CONTROLLED: UNCONTROLLED IF PRINTED	26/01/2024	5 of 6	00	

12. The Extent of the Policy

12.1. The Company seeks to apply this Policy in the recruitment, selection, training, appraisal, development, and promotion of all employees. The Company offers goods and services in a fashion that complies with the spirit of this Policy.

12.2. This Policy does not form a part of any employment contract with any employee and its contents are not to be regarded by any person as implied, collateral, or express terms to any contract made with the Company.

12.3. The Company reserves the right to amend and update this Policy at any time.

This policy has been approved and authorised on behalf of Delta Matrix Limited by:



Marcel Madden BEng (Hons), CEng, DMS, MIET
Managing Director

 deltamatrix Electrical Power Systems • Modelling • Analysis • Design <small>This document, including copyright and design rights, is the property of Delta Matrix Limited and may not be reproduced or used without the written permission of Delta Matrix Limited. It is supplied without liability for errors and or omissions. www.deltamatrix.co.uk</small>	TITLE EQUAL OPPORTUNITIES AND DIVERSITY POLICY	POLICY REF. DML50007		ISSUE 03
	CONFIDENTIALITY LEVEL CONTROLLED: UNCONTROLLED IF PRINTED	ISSUE DATE 26/01/2024	SHEET 6 of 6	REV 00