

# Equal Opportunities

## Collaborate Commitment

Collaborate is dedicated to providing equal opportunities in employment and preventing unlawful discrimination in both employment and customer interactions.

## Legal Framework

Discrimination based on protected characteristics (age, disability, sex, gender reassignment, pregnancy, race, sexual orientation, religion, marriage, or civil partnership) is unlawful. The duty extends beyond employment to include services provided to the public.

Employees must not discriminate or harass the public.

Service providers must proactively address potential obstacles for disabled people.

## Types of Unlawful Discrimination

- Direct Discrimination
- Indirect Discrimination
- Harassment
- Associative Discrimination
- Perceptive Discrimination
- Third-Party Harassment
- Victimisation
- Failure to Make Reasonable Adjustments

## Addressing Under-Representation

While unlawful discrimination in employee selection is prohibited, the company may use lawful positive action to tackle under-representation in specific job types.

## Equal Opportunities in Employment

Collaborate is committed to avoiding unlawful discrimination in all employment aspects, such as recruitment, promotion, training, pay, and discipline.

Job specifications will focus on necessary requirements, and candidates will be objectively assessed, considering reasonable adjustments for disabilities.

Employment decisions won't be based on disability or personal commitments unless necessary.

## Working Practices and Requests

The company will evaluate potential indirect discrimination in standard working practices.

Requests for variations will be considered, and refusals will be based on reasons unrelated to protected characteristics.

Statutory obligations for contract variations will be followed.

Reasonable adjustments will be made to standard practices to overcome disability-related barriers.

## Customers, Supplies, and Others

The company ensures no unlawful discrimination against customers or others. Employees should report any harassment by external parties.

## Your responsibilities

Every employee must support the company's commitment to equal opportunities and non-discrimination. Employees may be personally liable for unlawful acts.

## Grievances

Employees can use the company's grievance procedure for discrimination complaints. Harassment-related grievances follow the dignity at work policy. Complaints are taken seriously, and employees won't be penalized for raising a grievance.

## Equal Opportunities Policy

### Our Commitment

Collaborate is dedicated to providing equal opportunities in employment and preventing unlawful discrimination in both employment and customer interactions.

### Compliance

This policy helps the company uphold its commitment, ensuring employees avoid unlawful discrimination and maintain a work environment free of harassment and bullying.

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It's illegal not to make reasonable adjustments for disabled individuals to access services, including removing physical barriers.

Service providers must proactively address potential obstacles for disabled people.

### Types of Unlawful Discrimination

*Direct Discrimination:* Treating someone less favourably due to a protected characteristic.

*Indirect Discrimination:* Applying practices that disproportionately affect those with protected characteristics.

*Harassment:* Unwanted conduct violating dignity, creating an offensive environment.

*Associative Discrimination:* Discrimination based on association with someone having a protected characteristic.

*Perceptive Discrimination:* Discrimination based on a mistaken perception of a protected characteristic.

*Third-Party Harassment:* Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic (other than marriage and civil partnership, and pregnancy and maternity), by third parties such as clients or customers.

*Victimisation:* Subjecting an employee to detriment for making a complaint under the Equality Act.

*Failure to Make Reasonable Adjustments:* Neglecting adjustments for disabled individuals, causing substantial disadvantage.

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#### **Employment Tribunal**

Using the company's grievance procedure doesn't affect the right to file a complaint with an employment tribunal, which must be done within three months of the discriminatory act.