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Equality, Diversity and Inclusion Policy



Document authorisation

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Revision history and summary of changes

Change date	Revision	Section	Change
05-11-2019	V01	1.2 3.2 6.1	Added reference to diversity and inclusion action plan Added section to cover disability Added relevant Laws/Directives Replaces previously issued document E100-FI-HR-PCY-EWR-000004 V01
05/11/2019			

1. Introduction

- 1.1. East West Railway Company (EWR Co.) is committed to the principles of diversity and equal opportunity for all. Our aim is to eliminate all forms of discrimination, actively promote equality of opportunity and to embrace a climate where difference is accepted and valued. We are committed to comply fully with the Equality Act 2010.
- 1.2. We are committed to engage, empower and embrace and to achieve this vision we will:
 - Create an inclusive work environment, free from harassment, victimisation and bullying;
 - Treat everyone fairly and without bias;
 - Value different cultures, beliefs and religions;
 - Empower people to openly share their opinions and ideas; and
 - Encourage people to develop their abilities and the abilities of others inside and outside of EWR Co.

The above forms part of our Diversity and Inclusion action plan which is updated on a yearly basis.

2. Purpose

- 2.1 EWR Co. aims to be an inclusive organisation, where diversity is valued, respected and built upon, with ability to recruit and retain a diverse workforce that reflects the communities it serves.

3. Scope and applicability

- 3.1. This policy applies to all EWR Co. employees – both those working within a permanent or a fixed-term contract of employment. This policy also applies to any secondees and interim workers (either as consultants or contingent labour).
- 3.2. This policy covers all aspects of employment, from vacancy advertising, selection, recruitment and training, to conditions of service and reasons for termination of employment, with particular emphasis on the need to consider making reasonable adjustments to accommodate people with disabilities as defined by the Equality Act 2010.

4. Responsibilities

- 4.1. EWR Co., seeks to treat all those who work alongside them equally, regardless of whether they are employees, contractors, consultants, partners or members of the supply chain.

- 4.2. Everyone within EWR Co. has a responsibility to ensure that they conduct themselves in a manner which does not discriminate unfairly against any other employee, contractor, consultant or member of the supply chain.
- 4.3. All employees, regardless of seniority, must:
- Value and respect one another;
 - Treat people fairly with dignity and without prejudice;
 - Seek to that no one is bullied, harassed or victimised, for any reason;
 - Not harass, abuse or intimidate others on account of any characteristic;
 - Seek to develop their own skills and encourage others to do the same;
 - Not induce or attempt to induce others to practice unlawful discrimination;
 - Assist with any measures introduced to ensure the promotion of equal opportunities; and
 - Challenge any behaviours which could be interpreted as unfair discrimination.

5. Complaints

- 5.1. Where an employee becomes aware of, or receives a complaint relating to a breach of this policy, then they have a duty to treat the issue seriously and ensure that it is dealt with promptly. Upon receipt of a complaint, whether in writing or verbally provided, employees should raise this with their line manager or HR representative.
- 5.2. EWR Co. will always try and resolve issues on an informal basis. As such, upon receipt of a complaint, an informal discussion will be instigated by the individual with the support of their manager and/or HR representative. Alternatively, a letter could be written to the person concerned advising them that their behaviour is unwelcome and/or that certain actions or procedures are considered to be discriminatory.
- 5.3. Where informal resolution is unsuccessful, the matter is more serious or where a breach of formal legislation occurs e.g. racial or sexual discrimination, assault or personal abuse, then a formal investigation should be initiated in line with the EWR Co. Disciplinary Policy. Serious offences may be perceived as Gross Misconduct.
- 5.4. If the complainant feels that the handling of the matter has been inappropriate, they may appeal, in writing, to the Head of HR or the Chief Executive Officer, within 7 days of being informed of the outcome of the investigation. Any appeal will be heard as soon as reasonably practicable by an independent senior manager.

6. References

6.1. Applicable and relevant documents

ID	Document number	Document title	Revision
1	E100-HR-PP-PCY-EWR-000005	Disciplinary Policy	V01

6.2. Laws and Directives

ID	Legislation/Directive title	Issuing body	Date
1	Equality Act	UK Government	2010

7. Policy evaluation

7.1. This Equality, Diversity & Inclusion policy should be reviewed every 12 months.