

Equality, Diversity & Inclusion Policy

Policy Statement

Diamond aims to be a collaborative, respectful and productive working environment free from discrimination. This policy sets out the minimum expectation of Diamond on employees and stakeholders and we expect employees and stakeholders to treat each other fairly with dignity and respect at all times.

Diamond strives to comply with the Equality Act 2010, to promote equality and inclusive behaviours and to follow good practice as set out in the Equality Act Codes of Practice and Equality Act Guidance.

Upholding and promoting our values helps Diamond to set high standards in everything we do. Our values are Respect, Excellence, Collaboration, Integrity and Innovation. We expect Diamond employees to uphold and promote Diamond's values.

Diamond will use evidence to monitor the success of this policy and will assess the impact of our policies, procedures and practices on different groups. This will include Diamond Employee and Diamond Stakeholder 'lifecycles' and inclusion will be considered in the context of important decision-making within Diamond.

Who does this policy apply to?

This policy applies to all persons working for us, on our behalf and in any capacity and those who visit /use our facility ("Diamond Stakeholders"), including but not limited to:

- 2.1.1 Diamond Employees and prospective Diamond Employees;
- 2.1.2 Seconded workers, volunteers, interns, agents, consultants and contractors;
- 2.1.3 Suppliers and prospective suppliers;
- 2.1.4 Third-party representatives and visitors;
- 2.1.5 Diamond users and prospective Diamond users; and
- 2.1.6 Business partners.

This policy does not form part of any Diamond Employee's contract of employment and we may amend it from time to time. The most recently published version of this policy will apply if any issues arise which need to be addressed under it.

The content of this policy is not exhaustive. Instances may occur that fall outside of the areas covered in this document. Diamond reserves the right, whilst acting fairly and reasonably, to take such measures as are necessary in each individual case.

Purpose

Diamond will meet the requirements set out in the Equality Act 2010 ('the Act') and the associated codes of practice. In practice this means that we are committed to:

- 3.1.1 Eliminating unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
- 3.1.2 Advancing equality of opportunity between people who share a protected characteristic and those who do not; and
- 3.1.3 Fostering good relations between people who share a protected characteristic and those who do not.

The Act recognises and offers legal protection from bullying, harassment and unfair, discriminatory treatment across nine groups known as 'protected characteristics.' These are:

- 3.2.1 Sex (men and women);
- 3.2.2 Pregnancy and maternity;
- 3.2.3 Age;
- 3.2.4 Sexual orientation (lesbian, gay men and women, bisexual and heterosexual people);
- 3.2.5 Gender Reassignment;
- 3.2.6 Race (colour, national and ethnic origin, ethnicity and nationality);
- 3.2.7 Religion or belief;
- 3.2.8 Disability;
- 3.2.9 Marriage or civil partnership.

Diamond recognises the challenges faced by carers and those who are under-represented in our STEM environment and will take appropriate action to widen participation for those who have not historically had equal chances in life and education.

Diamond also recognises that people whose identity 'intersects' across one or more protected groups are often at a particular disadvantage and will take appropriate action, based on evidence, to address the multiple negative impacts that can occur.

Discrimination and Harassment

There are four types of discrimination recognised in the Act. These are direct discrimination, indirect discrimination, harassment and victimisation.

- 4.1.1 **Direct discrimination:** This occurs when someone is treated less favourably (or unfavourably in the case of disability) than another person because of a protected characteristic they have or are thought to have or because they associate with someone who has a protected characteristic.
- 4.1.2 **Indirect discrimination:** This occurs when a condition, rule, policy or a practice applies to everyone, but has a disproportionate impact on people with a protected characteristic.
- 4.1.3 **Harassment:** This is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.
- 4.1.4 **Victimisation:** This occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Act; or because they are suspected of doing so.

Discrimination arising from Disability: A person discriminates against a disabled person if he/she treats them unfavourably because of something arising in consequence of their disability and this treatment cannot be justified as a proportionate means of achieving a legitimate aim.

- 4.2.1 In practice, this means that as an employer or service provider, if Diamond did not know and could not reasonably have been expected to know of the disabled person's disability, then the unfavourable treatment will not amount to discrimination. However, we must do all we can reasonably be expected to do to find out if a person has a disability.
- 4.2.2 The Act requires organisations to 'anticipate the needs of people with disabilities' and ensure effective reasonable adjustments are made if they have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to undertake normal daily activities. This includes in the way we do

things, as a result of any physical features or because of the absence of an auxiliary aid or service.

- 4.2.3 Diamond is committed to making reasonable adjustments to ensure Diamond Employees and Diamond Stakeholders with a disability are not placed at a substantial disadvantage.
- 4.2.4 Diamond will consider what people with a range of impairments might reasonably need and, where made aware of disability issues, will address the disadvantage and offer support in the most appropriate way.

Other related policies and procedures

We have a range of policies and guidance for Diamond Employees that support the underlying principles of this policy. This includes a more detailed Disability Policy. Our policies can be found in Diamond's Employee Handbook and the intranet. Guidance is available through the Learning Management System (G.E.M.).

Responsibilities

Diamond will regularly promote this policy, as well as provide training and updates to managers and employees on the Act and its provisions.

Diamond's Directors have overall responsibility for this Policy, including continual development and improvement in equality, diversity and inclusion.

The Head of HR and the EDI Manager are responsible for leading Diamond's EDI Strategy and Development Programme, with assistance from appropriate Managers across Divisions as required.

Any queries or suggestions relating to this policy by service users should be sent to policies@diamond.ac.uk.

Every Diamond Employee is required to assist Diamond to meet the Act's legal obligations and commitment to promote equality, eliminate discrimination and foster good relations.

An employee could be held personally liable for unlawful acts of discrimination, harassment or victimisation. Such actions may be punishable by a fine at a tribunal where liability is determined at tribunal. Some acts of harassment and other aspects of discrimination law may be a criminal offence.

Breach of this Policy

Breach of this policy may:

- In the case of Diamond Employees, result in disciplinary action up to and including dismissal; or
- In the case of individuals who are not Diamond Employees, result in termination of any contract that you (or your establishment) may have in place with Diamond and/or termination of your access to Diamond.

Acts of discrimination, harassment, bullying or victimisation may be disciplinary offences and will be dealt with under Diamond's Disciplinary Policy and Procedure. Diamond Employees and should report any such behaviour to their line manager, who is expected to take appropriate action immediately.

If a Diamond Employee considers that they have been unlawfully discriminated against, they should use Diamond's Grievance procedure to make a complaint.

Diamond Stakeholders should report complaints to their Diamond host or local contact who is expected to escalate the issue where the issue cannot be easily resolved.

Accessibility

At Diamond we understand that there are differences amongst our employees in terms of the protected characteristics contained within the Act; i.e. age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, 'race', religion and belief, sex and sexual orientation. We therefore aim to deliver policies and services which are efficient and effective, accessible to all, and which meet our employee's different needs.

If you need any help to understand this document or require any support please contact Human Resources.

Review

This Policy will be kept under review and revised periodically or on change of law.

The collection and analyses of diversity data across all grades and divisions helps us to understand where there may be underrepresentation or disadvantage in our workforce or gaps in our service provision. We will collect and analyse diversity and inclusion information to plan how we will address inequality and ensure everyone feels included and supported appropriately.

Definitions

- For the purposes of this Policy, the following definitions shall apply:
- **Diamond:** Diamond Light Source Ltd, a company incorporated and registered in England and Wales, with company number 4375679 and with registered office at Diamond House, Harwell Science & Innovation Campus, Didcot, Oxfordshire, OX11 0DE, United Kingdom.
- **Diamond Employee:** Any person working for Diamond under a contract of employment and any Diamond director or office holder
- **STEM:** science, technology, engineering and maths.
- Use of "**we**", "**us**" or "**our**" shall refer to Diamond Light Source Ltd
- Use of "**you**" or "**your**" shall, as appropriate, refer to Diamond Employees and/or Diamond Stakeholders.

Version approved: August 2018