

## **Equal Opportunities Policy**

'Every employee has the right to be treated with dignity & respect at work'

This is a reference for every Skye Direct colleague. It explains how we take Inclusion and Diversity seriously and are committed to ensuring that all employees can feel that they can be themselves and be fairly treated at work.

The Equal Opportunities Policy relates to a range of relevant topics and complies with the Equality Act 2010, to ensure that procedures and practices are non-discriminatory. This relates to all job applicants, prospective employees and current workers at Skye Group.

Skye Direct has a range of relevant policies in place to compliment the Equal Opportunities including family friendly and harassment. It is also important for colleagues to be aware of the following:

We are committed to being a better employer of people with disabilities

- We are committed to support employees with disabilities and their Managers,
- The Equality Act defines a disabled person as someone with a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities,
- It is strongly recommended that Managers speak to employees about any additional needs,
- In some cases, a workplace assessment may be appropriate so that support can be put in to place.

We support ethnic minority employees to better represent our customers & communities

- We are all responsible for creating an environment where everyone is treated with respect- a positive working environment has obvious business benefits,
- If racist behavior does occur, Managers should tackle racist comments and behaviors directly,
- Employees who experience or witness inappropriate behavior should report it to the Director.

We are inclusive to everyone who identifies as LBGT (Lesbian, gay, bisexual and transsexual).

• All of us are responsible for creating an environment that is inclusive and supportive for all, Homophobic or biphobic harassment and bullying will not be tolerated.