



Equality & Diversity Policy

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Table of Contents

1. Introduction.....	3
2. Purpose	3
3. Scope	3
4. Breach of this Policy.....	3
5. Definitions.....	4
6. Prohibited Grounds of Discriminations	4
7. Recruitment	5
8. Training	5
9. Disability.....	5
10. Fixed-term and Part-time Employees.....	6
11. Exception Process	6
12. Contact Information.....	6
13. Review	6
14. Associated Documents	6

1. Introduction

The British Standards Institution, together with its subsidiaries (“BSI”) has developed a Group Compliance Framework consisting of policies, processes, and procedures supported by both management and technical controls appropriate to the risk profile of the organisation.

BSI is committed to providing equal opportunities to everyone. It endeavours to remove barriers and redress imbalances caused by inequality and unjustified discrimination, creating a workplace where everyone is treated with fairness, dignity and respect.

BSI prohibits all forms of unlawful and unfair discrimination and embraces diversity by creating an inclusive environment that reflects the many cultures and locations where it works, recognising that a diverse workforce promotes a positive working environment and helps it to achieve its mission.

2. Purpose

This policy is designed to give guidance on the behaviours expected to ensure a working environment is established where everyone is treated, and treats others, with respect and dignity. It also provides information about the support available for dealing with unacceptable behaviour.

As BSI operates in a global context, this Global Equality & Diversity Policy (“Policy”) provides the principles that should be observed when complying with the discrimination laws that apply in each country or region. BSI reserves the right to depart from these guidelines wholly at its discretion where local legislation and/ or best practice deem this necessary or appropriate.

3. Scope

This policy applies to all personnel within BSI. Aspects of this policy may need to be adapted to cater for those who are not employees. This policy applies both in the workplace and outside the workplace where there is a connection with work.

This policy is not part of any contract of employment and does not create contractual rights or obligations. It may be amended by BSI at any time.

4. Breach of this Policy

In alignment with our Code of Business Ethics, breaches of this policy can result in remedial, corrective, or disciplinary actions up to and including termination of employment. Actual or suspected incidents of misconduct should be reported to Group Compliance & Ethics at compliance@bsigroup.com. BSI guarantees non-retaliation and confidentiality, to the extent legally possible, for good-faith reports of such breaches.

BSI has partnered with Safecall to provide an independent externally hosted reporting line “SpeakUp” where you may raise your concerns relating to application or breaches of this policy anonymously. All reports are treated with the utmost confidentiality by independent staff. For further information on raising concerns and access to our Speak Up reporting line, please visit the page below:

<https://www.safecall.co.uk/clients/bsi/>

5. Definitions

Term	Definition
Direct Discrimination	<i>Occurs when one person is treated less favourably than another because of a protected characteristic. This may be because they themselves have the protected characteristic, because they are perceived to have that protected characteristic or because of their association with another person who possess a protected characteristic.</i>
Indirect Discrimination	<i>Occurs when a requirement, condition, or practice that applies to everybody adversely affects people with a particular protected characteristic more than others and is not justified.</i>
Harassment	<i>Refers to conduct related to a protected characteristic which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment. Harassment is addressed further in the Respect at Work Policy.</i>
Victimisation	<i>Occurs when a person is mistreated because they have made, or intent to make, a complaint of discrimination or harassment, or have helped another person make a complaint. Victimisation is addressed further in the Respect at Work Policy.</i>

6. Prohibited Grounds of Discrimination

Prohibited grounds of discrimination will vary from country to country in accordance with local legislation but typically include disability, marital or civil partnership status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, age, gender reassignment and sex or sexual orientation (collectively referred to as Protected Characteristics and determined locally). Personnel should contact the People Team if they are uncertain which protected characteristics apply where they work.

7. Recruitment

Advertisements for vacancies must give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying, should only include requirements that are necessary and justifiable for the effective performance of the role, and should comply with local legislation. Where appropriate, vacancies will be posted on the intranet.

Where it is necessary and permissible under local legislation to ask questions relating to personal circumstances, these will be related purely to job requirements and will be asked of all candidates.

Applicants should not be asked questions that might suggest an intention to discriminate on grounds of a protected characteristic unless this is necessary to establish whether the applicant can undertake an intrinsic part of the job or whether they need any reasonable adjustments to be made at interview or assessment.

In some countries BSI requires pre-employment health questionnaires to be completed when an offer of employment is made to allow recruiting managers to consider reasonable adjustments to support new employees with health conditions in order for them to be able to carry out the role they have been employed to do.

8. Training

BSI employees will be provided with appropriate training, regardless of whether they fall into a protected category or have a protected characteristic.

9. Disability

Personnel with a disability are encouraged to tell BSI about their condition so that appropriate support can be provided. Such personnel should discuss with the People Team and/ or their line manager any reasonable adjustments to their working conditions which they consider necessary or which they consider would assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and, where reasonable and practicable, such adjustments will be made. There may however be circumstances where it will not be reasonable or reasonably practicable for the organization to accommodate these proposals. In such circumstances, BSI will explain the reasons for this and try to find an alternative solution where possible.

10. Fixed-term and Part-time Employees

BSI monitors the conditions of service of both fixed-term and part-time employees and their progression to ensure that they are being offered appropriate access to benefits, training and promotion opportunities. Where relevant, it will ensure fixed-term employees have access to notification of permanent vacancies.

11. Exception Process

Any deviation from this policy must be documented, together with clear reasons for such deviation, in the exception log and reported to the Global Head People Relations and Knowledge and Group Compliance who will seek approval from the Group Leadership Team. Failure to comply with this policy may be grounds for disciplinary action, up to and including dismissal.

12. Contact Information

Questions relating to the content of this policy should be addressed to the Global Head People Relations and Knowledge. Personnel may also ask questions, raise concerns or report instances of potential non-compliance with this policy by contacting:

peoplehubuk@bsigroup.com

13. Review

This policy is reviewed at least annually or in the event of a significant change. Personnel will be notified of any changes to the policy via BSI's intranet.

14. Associated Documents

Reference Number	Document Name
1	<i>Code of Business Ethics</i>
2	<i>Respect at Work Policy</i>
3	<i>Talent Acquisition – CV Management Procedure</i>