



Equal Opportunities Policy

Policy Owner: HRBP Team
Version No.: 3.1
Last Reviewed: October 2019
Review Due: October 2021

1. Purpose

- 1.1 GRL (Genome Research Limited) is an equal opportunities employer and does not discriminate against any job applicant or employee on the grounds of age, disability, sex, gender reassignment, pregnancy, maternity, race, sexual orientation, religion or belief, or because someone is married or in a civil partnership. GRL will aim to ensure all individuals are treated fairly and that decisions on employment, training, promotion and career progression are made only on the basis of individual performance and ability.
- 1.2 GRL have adopted this policy for the following reasons:
 - To recruit, train and promote the best people for the job; and
 - To attract a variety of people who bring a wide range of skills and experience; and
 - To act in a fair and just manner.

2.0 Policy Overview

- 2.1 This policy applies to all GRL employees (this includes the Sanger Institute, Connecting Science and Wellcome Campus employees). This policy is in accordance with legal requirements (including the Equality Act 2010) and may be updated by changes to UK and EU legislation.
- 2.2 It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".
- 2.3 GRL's global reputation for excellence is underpinned by our commitment to developing and maintaining a forward looking organisation where people from all backgrounds can thrive. Our Campus-wide Equality, Diversity and Inclusion programme addresses equality issues at the source. By striving to create and maintain a diverse, inclusive and stimulating workplace, we are celebrating and valuing our staff for their differences in thought, background, experience and perspectives.
- 2.4 GRL is also committed to having a work environment that is free from harassment and bullying and where everyone is treated with dignity and respect. There is a separate dignity at work policy, which deals specifically with these issues.

3.0 Definitions

- **Direct discrimination** is where a person is treated less well than another person because of a protected characteristic (see Section 2.2). An example of direct discrimination would be not promoting a woman because she is pregnant.
- **Indirect discrimination** is where a procedure or rule is applied in a way that is discriminatory to individuals who have a specific protected characteristic compared with people who do not, and it cannot be shown to be a "proportionate means of achieving a legitimate aim". An example of indirect discrimination would be to insist that no employees cover their hair, which would impact people that cover their hair for religious reasons.
- **Harassment** is where there is unwanted behaviour related to one of the protected characteristics that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether the impact was intended or not.
- **Associative discrimination** is where someone is directly discriminated against or harassed because of their association with another individual who has a protected characteristic.

- **Perceptive discrimination** is where an individual is directly discriminated against or harassed because someone thinks that they have a particular protected characteristic.
- **Victimisation** is where an employee is treated worse, such as being denied a training opportunity or a promotion because they made a complaint or grievance (or supported a complaint or grievance) under the Equality Act 2010, or because they are suspected of doing so (this protection is not given to employees if they acted maliciously or made or supported an untrue complaint).

4.0 Responsibilities

4.1 It is the responsibility of all employees to ensure that the standards within this policy are followed. All employees are expected:

- To co-operate with and support any measures introduced to ensure equal opportunity; and
- To report any suspected discrimination to the HR Team; and
- To not encourage or try to persuade others to discriminate; and
- To not victimise anyone as a result of them having reported or provided evidence of discrimination; and
- To not harass, abuse or intimidate others.

4.2 If you think you have been discriminated against you should speak to the HR Team as soon as possible. If you feel that the matter cannot be resolved informally you may take out a formal grievance (see the [Grievance Policy](#)). All allegations of harassment will be investigated thoroughly before any further action is taken.

4.3 A breach of the Equal Opportunities Policy is likely to be dealt with through the [Disciplinary Policy](#) which may result in formal disciplinary action, up to and including dismissal.

5.0 Training & Development

GRL is committed to Equality and Diversity and will provide training and guidance so that we achieve best practice and have a diverse, supportive and inclusive working environment.

6.0 Monitoring

6.1 This policy will be reviewed periodically and will be updated to reflect changes in the law.

6.2 So that GRL can fulfil its obligations to Equal Opportunities the HR Team keeps details of employees and applicant's personal details (including age, gender, race and disability).

6.3 Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 2018.