



Cebr's Equal Opportunities and Diversity Policy (updated July 2022)

Policy statement

Cebr is an equal opportunity employer and is committed to a policy of treating all its employees, contractors and job applicants equally on merit.

It is the policy of Cebr to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, age, marital status, pregnancy, maternity and/or disability. Cebr will appoint, train, develop and promote on the basis of merit and ability alone.

Employees have a duty to co-operate with Cebr to ensure that this policy is effective to ensure equal opportunities and to prevent discrimination. Action under Cebr's disciplinary procedure will be taken against any employee who is found to have committed an act of improper discrimination. Serious breaches of the equal opportunities policy will be treated as gross misconduct and could render the employee liable to summary dismissal.

Employees must not harass or intimidate other employees on the grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, age, pregnancy, marital status or disability. Such behaviour will be treated as gross misconduct in accordance with Cebr's disciplinary procedure.

Employees should draw the attention of their line manager to suspected discriminatory acts or practices. Employees must not victimise or retaliate against an employee who has made

allegations or complaints of sex or race discrimination, or discrimination on the grounds of disability, religion or belief, age, pregnancy or sexual orientation, or provided information about such discrimination. Such behaviour will be treated as gross misconduct in accordance with the current Cebr disciplinary procedure. Employees should support colleagues who suffer such treatment and are making a complaint.

Sources of recruitment

The recruitment process must result in the selection of the most suitable person for the job in respect of experience and qualifications.

Advertisements

Recruitment publicity must positively encourage applications from all suitably qualified and experienced people. When advertising job vacancies, in order to attract applications from all sections of the community, Cebr will, as far as reasonably practicable:

1. Ensure advertisements are not confined to those areas or publications which would exclude or disproportionately reduce the numbers of applicants of a particular gender, sexual orientation, religion or racial group, or those who are pregnant;
2. Avoid prescribing any unnecessary requirements which would exclude a higher proportion of a particular gender, sexual orientation, religion or racial group;
3. Avoid prescribing any requirements as to marital status;

Selection methods

The selection process will be carried out consistently for all jobs at all levels. Cebr will ensure that this Equal Opportunities Policy is available to all staff and in particular is given to all staff with responsibility for recruitment, selection and promotion. The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question. Cebr will have regard to its duty to make reasonable adjustments to work arrangements or to work premises for disabled job applicants or employees, in order to ensure that the disabled person is not placed at a disadvantage in comparison with persons who are not disabled.

Selection tests

Any selection tests which are used will be limited to questions relating to the particular job and/or career requirements. The tests will measure the individual's actual or inherent ability to do or to train for the work or career. Thus, questions or exercises on matters which may be unfamiliar to racial minority applicants or applicants of a particular sex, sexual orientation or religion will not be included in the tests if they are unrelated to the requirements of the particular job. The tests which are used will be reviewed from time to time in order to ensure that they remain relevant and free from any unjustifiable bias, either in content or in scoring mechanism.

Applications and interviewing

All applications will be processed in the same way. The staff responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application.

Wherever possible, all applicants will be interviewed by at least two people. All questions that are put to the applicants will relate to the requirements of the job.

Cebr will not recruit new employees solely on the recommendation of an existing employee.

If it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves unsociable hours or extensive travel), this will be discussed objectively, without assumptions about race, religion, sex, age, national origin, disability, sexual orientation, marital status, pregnancy, children or domestic obligations.

Training, transfer and promotion

Cebr will take such measures as may be necessary to ensure the proper training, supervision and instruction for all line managers in order to familiarise them with Cebr's policy on equal opportunities, and in order to help them identify discriminatory acts or practices and to ensure that they promote equal opportunity within the departments for which they are responsible.

All persons responsible for selecting new employees, employees for training, or for transfer to other jobs, **will be instructed not to discriminate on gender or racial grounds and on the grounds of the employee's pregnancy, maternity, disability, age, religion or sexual orientation.**

Where a promotional system is in operation, the assessment criteria will be examined by management to ensure that they are not discriminatory. The promotional system will be checked from time to time in order to assess how it is working in practice. If a group of workers predominantly of one race, religion, sex or sexual orientation appears to be excluded from access to promotion, transfer and training and to other benefits, the promotional system will be reviewed to ensure that there is no unlawful indirect discrimination.

Where general ability and personality are the main requirements for promotion to a post, care will be taken to consider favourable candidates of all races, religions, sexual orientations and both sexes with different career patterns and general experience.

Terms of employment, benefits, facilities and services

All terms of employment, benefits, facilities and service will be reviewed by management from time to time, in order to ensure that there is no unlawful discrimination on the grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, age, marital status, pregnancy or disability.

Grievances and complaints

All allegations of sex or racial discrimination or discrimination on the grounds of disability, religion or belief or sexual orientation or pregnancy will be dealt with seriously, confidentially and speedily. Cebr will not ignore or treat lightly grievances or complaints from members of a particular sex, sexual orientation, religion or racial group or from employees who are disabled. If such complaints are made to Line Managers, they are expected to report this to the CEO.

Contracting

We will apply the same equal opportunities policies to all people with whom we contract in any way e.g. with subcontractors, and suppliers.

We will not maintain any blacklist* of suppliers or contractors. This is one of the factors contributing to our ethical approach to procurement.

Monitoring equal opportunity

Cebr is careful not to create selection criteria and personnel procedures which include provisions, criteria or practices which constitute, or may lead to, unlawful indirect discrimination. Access to vacancies, to training or to promotion is all on the basis of merit and the effectiveness for the company.

Cebr has only a small and diverse staff, and considers it would be unhelpful to instigate recording of staff's ethnic, disability or sexual orientation. No complaints have been made, and if they were, they would be carefully examined. Any requirement to record these sensitive characteristics would only be brought in voluntarily, and only for the purpose of monitoring that the policy of non-discrimination is being properly observed.

Cebr

Nina Skero, CEO

July 2022

[* Blacklisting, or use of prohibited lists, is the unlawful practice of compiling information on employees on their memberships and related activities, in order to discriminate against them. Blacklists could also potentially contain details on individuals who have reported concerns, for example, about health and safety and/or environmental matters- our whistleblowers' policy should protect those who raise such issues.]