

Inclusion & Equal Opportunities Policy

1. Policy Statement

SeenEm® is committed to providing equal opportunities for all individuals and to creating an inclusive working environment where diversity is valued, respected and supported. We are committed to ensuring that no individual is treated less favourably or disadvantaged unlawfully on the grounds of protected characteristics or any other irrelevant factor.

SeenEm® promotes equality, dignity and respect for all individuals and will take all reasonable steps to eliminate discrimination, harassment and victimisation in the workplace.

2. Scope

This policy applies to all individuals working for or on behalf of SeenEm®, including:

-  Employees
-  Directors and officers
-  Workers and agency workers
-  Contractors and consultants
-  Applicants for employment or engagement

It applies to all stages of engagement, including recruitment, selection, training, promotion, pay, working conditions and termination.

3. Legal Framework

This policy is aligned with all relevant UK legislation, including but not limited to:

-  **Equality Act 2010**
-  **Employment Rights Act 1996**



Human Rights Act 1998

Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000

Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002

4. Protected Characteristics

In accordance with the Equality Act 2010, SeenEm® will not discriminate on the basis of the following protected characteristics:



Age

Disability

Gender reassignment

Marriage and civil partnership

Pregnancy and maternity

Race (including colour, nationality, ethnic or national origin)

Religion or belief

Sex

Sexual orientation

SeenEm® also promotes inclusion and fairness in relation to background, ability, experience, caring responsibilities and socio-economic circumstances.

5. Forms of Prohibited Conduct

SeenEm® prohibits all forms of unlawful discrimination, including:



Direct discrimination



Indirect discrimination



Harassment, including unwanted conduct that violates dignity or creates an intimidating, hostile, degrading or offensive environment



Victimisation, including treating someone unfavourably because they have raised or supported a complaint

6. Equal Access and Inclusion

SeenEm® is committed to:



Fair and objective recruitment and selection processes



Equal access to training, development and promotion



Pay and reward decisions based on merit and business need



Creating an inclusive environment for individuals of all genders, sexes, origins, religions, disabilities and abilities

7. Disability and Reasonable Adjustments

SeenEm® will make reasonable adjustments to remove barriers for individuals with disabilities. This may include adjustments to:



Working arrangements



Equipment or systems



Recruitment processes



Communication methods

8. Responsibilities



The Board and senior management are responsible for promoting equality and ensuring compliance with this policy.



Managers are responsible for implementing the policy fairly and consistently.



All individuals working for or with SeenEm® are responsible for complying with this policy and treating others with dignity and respect.

9. Complaints and Reporting

Any individual who believes they have experienced discrimination, harassment or victimisation is encouraged to raise the matter promptly.

Concerns will be:



Taken seriously



Handled confidentially where possible



Investigated fairly and without bias

10. Non-Retaliation

SeenEm® strictly prohibits retaliation against any individual who:



Raises a concern in good faith



Supports another person's complaint



Participates in an investigation

Any retaliation will be treated as a serious disciplinary matter.

11. Breaches of Policy

Breaches of this policy may result in:



- Disciplinary action
 - Termination of employment or engagement
 - Legal or regulatory action where appropriate
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12. Monitoring and Review

SeenEm® will review this policy regularly to ensure continued compliance with UK law and best practice and to promote equality and inclusion across the organisation.

13. Review and Approval

This policy is reviewed annually by the Board of SeenEm® or sooner if required by changes in legislation or organisational structure.

Approved by: The Board of SeenEm®

Review frequency: Annual

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