



OCEAN ECOLOGY

A DNV COMPANY

Equal Opportunities and Diversity Policy V02



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Updates

Section	Description	Page
All	Branding Updated	All

This document outlines the Equal Opportunities and Diversity Policy for Ocean Ecology.



Equal Opportunities and Diversity Policy

We are an equal opportunity employer and recognise the benefits of a diverse workforce. Our aim is to ensure all employees and job applicants feel welcome and are treated equally at all stages of our recruitment process or during employment irrespective of their ethnicity, colour, race, nationality, religion or belief, sex, gender identity, gender reassignment (i.e. transgender status), sexual orientation, marital status, age, disability (visible and non-visible) or whether they are pregnant or on maternity leave. We are committed to providing a working environment free from discrimination.

We aim to ensure everyone achieves their full potential and all employment decisions are taken without reference to irrelevant or discriminatory criteria. We promote the principles of equality and diversity in all our dealings with employees, workers, job applicants, clients, suppliers, contractors, recruitment agencies and the public.

All employees and those who act on the business' behalf are required to observe this policy when undertaking their duties or when representing the business. Everyone has a responsibility to ensure equality and inclusion within the workplace.

The Equality Act 2010

Under The Equality Act 2010, it is unlawful to discriminate directly or indirectly in recruitment or during employment and outlines 'protected characteristics'. Protected characteristics are:

- age
- disability (visible and non-visible)
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (which includes colour, nationality and ethnic or national origins)
- religion or belief
- sex
- sexual orientation

The following types of discrimination will not be tolerated:

Direct discrimination: when someone is treated less favourably because of a protected characteristic they have, or are thought to have, or because they associate with someone who has a protected characteristic.

Associative discrimination: where someone is discriminated against because they associate with someone who has a protected characteristic.

Perceptive discrimination: where someone is discriminated against because others believe they possess a particular protected characteristic.

Indirect discrimination: where a rule, policy or practice applies to everyone but particularly disadvantages people who share a protected characteristic. Indirect discrimination can be justified if it can be demonstrated it is a proportionate means of achieving a legitimate aim.

Harassment: where unwanted conduct related to a protected characteristic violates an individual's dignity or creates an intimidating, hostile, degrading or humiliating or offensive environment.

Victimisation: where an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act or are suspected of doing so.

Unlawful discrimination

Unlawful discrimination of any kind in the working environment will not be tolerated and we will take all necessary action to prevent its occurrence.

Specifically, we aim to ensure no employee or job applicant is subject to unlawful discrimination, either directly or indirectly, because of a protected characteristic, political belief or affiliation or trade union membership. This commitment applies to all aspects of the employment, including:

- recruitment and selection, including adverts, job descriptions, interviews and the selection process
- training, promotion and career-development opportunities
- terms and conditions of employment, and access to employment-related benefits and facilities
- grievance handling and the application of disciplinary procedures
- selection for redundancy

Equal opportunities practice is developing constantly as social attitudes and legislation change. We will review all policies and implement necessary changes where these could improve equality of opportunity.

Career Development

While positive measures may be taken to encourage under-represented groups to apply for employment opportunities, recruitment or promotion decisions will be based solely on merit. All employees will have equal access to training and other career-development opportunities appropriate to their experience and abilities.

Procedures

Complaints of discrimination

We will treat seriously all complaints of discrimination made by employees, clients, suppliers, contractors or other third parties and will take action where appropriate.

If you believe you have been discriminated against, you are encouraged to raise the matter as soon as possible with your manager or other senior employee using our grievance procedure.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated thoroughly. If you make an allegation of discrimination, we are committed to ensuring you are protected from victimisation, harassment or less favourable treatment. Any such incidents will be dealt with under our disciplinary procedure.

Investigating accusations of unlawful discrimination

If you are accused of unlawful discrimination, we will investigate the matter fully. During the investigation, you will be given the opportunity to respond to the allegation and provide an explanation of your actions. If the investigation concludes your actions amount to unlawful discrimination, you will be subject to disciplinary action, up to and including dismissal without notice for gross misconduct.



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