



EQUAL OPPORTUNITIES POLICY

1 POLICY STATEMENT

Individuals with different cultures, perspectives and experiences are at the heart of the way Oxford International works. We want to recruit, develop and retain the most talented people, regardless of their background and make best use of their talents. At Oxford International we are guided by our values in everything we do, and recognise that being a diverse and inclusive employer helps us fulfil our mission.

We seek to develop a work environment where we treat all employees as individuals, fairly and in a consistent way. We work within the spirit and the practice of the Equality Act 2010 by promoting a culture of respect and dignity and actively challenging discrimination, should it ever arise.

2 PURPOSE

This policy sets out Oxford International's approach to equality and diversity. We are committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work. Oxford International aims to be an inclusive organisation, committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees, and to pro-actively tackling and eliminating discrimination.

3 SCOPE

The rights and obligations set out in this policy apply equally to all employees, whether part time or full time on a permanent or fixed-term contract, and also to associated persons such as agency staff, contractors and others employed under a contract of service.

This policy is also of particular relevance to directors, line managers and other employees concerned with recruitment, training and promotion procedures and employment decisions which affect others.

4 OXFORD INTERNATIONAL'S COMMITMENT

Every employee is entitled to a working environment that promotes dignity, equality and respect for all. Oxford International will not tolerate any acts of unlawful or unfair discrimination (including harassment) committed against an employee, contractor, job applicant or visitor because of a protected characteristic:

- Sex;
- Gender reassignment;
- Marriage and civil partnership;
- Pregnancy and maternity;

- Race (including ethnic origin, colour, nationality and national origin);
- Disability;
- Sexual orientation;
- Religion and or belief; and
- Age.

Discrimination on the basis of work pattern (part-time working, fixed term contract, flexible working) which is unjustifiable will also not be tolerated.

All employees will be encouraged to develop their skills and fulfil their potential and to take advantage of training, development and progression opportunities. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability.

No form of intimidation, bullying or harassment will be tolerated. If you believe that you may have suffered discrimination because of any of the above protected characteristics, you should consider the appropriateness and feasibility of attempted informal resolution by discussion in the first instance with your line manager or another colleague in a relevant position of seniority. You may decide in the alternative to raise the matter through our Grievance Policy.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the appropriate procedure. Oxford International will ensure that individuals who make such allegations in good faith will not be victimised or treated less favourably by Oxford International as a result. However, false allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under our Disciplinary Policy.

5 WHEN DOES THIS POLICY APPLY?

This policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to your work (e.g. at meetings, social events and social interactions with colleagues) or which may impact on Oxford International's reputation (e.g. the expression of views on social media, contrary to the commitments expressed in this policy, that could be linked to Oxford International). We set out below some specific areas of application:

5.1 Recruitment

Selection for employment at Oxford International will be on the basis of aptitude and ability. Further detail is set out in our Recruitment and Selection Policy.

5.2 Training

You may also be required to participate in training and development activities from time to time, to encourage the promotion of the principles of this policy.

5.3 Promotion

All promotion decisions will be made on the basis of merit, and will not be influenced by any of the protected characteristics listed above.

Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers to promotion.

5.4 During employment

The benefits, terms and conditions of employment and facilities available to Oxford International employees will be reviewed on a regular basis to ensure that access is not restricted by unlawful means and to provide appropriate conditions to meet the special needs of disadvantaged or under-represented groups.