

Dignity & Respect Policy 2022

Mobysoft policy

Prepared for: Mobysoft employees

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Dignity & Respect Policy

Overview

Mobysoft is committed to achieving a working environment which provides dignity, respect, equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy, and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age, or sexual orientation. We seek to ensure that no one suffers, either directly or indirectly, because of unlawful discrimination. This extends beyond the individual's own characteristics, to cover discrimination by association and by perception.

We aim to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine inclusion throughout the organisation.

We expect everyone who works for us to be treated and to treat others with respect. Our aim is to provide a working environment free from bullying, harassment, intimidation, or discrimination in any form that may affect the dignity of the individual.

Mobysoft also aims to provide a service that does not discriminate against its clients and customers in how they can access the services and goods supplied by the Company. Mobysoft believes that all employees and clients are entitled to be treated with respect and dignity.

All employees, subcontractors and agents of the Company are required to act in a way that does not subject any other employees or clients to direct or indirect discrimination, harassment, bullying or victimisation on the grounds of their race, sex, pregnancy, or maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age, or sexual orientation.

Definitions

Discrimination may be direct or indirect, and can take different forms, for example:

- **Direct Discrimination** is defined as treating any individual less favorably than others on grounds of a protected characteristic (sex, race, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity, or gender reassignment).
- **Indirect Discrimination** is defined as expecting a person, solely on the grounds stated above, to comply with requirements that are different to the requirements for others, for any reason whatsoever imposing on an individual requirement that are in effect more onerous than they are on others. This would include applying a condition (which is not warranted by the requirements of the position) which makes it more difficult for members of a particular group to comply than others not of that group.
- **Harassment** is unwanted conduct which has "the purpose, intentionally or unintentionally, of violating dignity, or which creates an intimidating, hostile, degrading, humiliating or offensive environment" for the individual. If harassment takes place in the workplace or at a time and/or place associated with the workplace, for example a work-related social gathering, the Company may be liable and may be ordered to pay compensation unless it can show that it took reasonable steps to prevent harassment. Individuals who harass may also be ordered to pay compensation. Harassment may also take place in or outside the workplace via inappropriate communications and comments made in social networking sites or through electronic communications including e-mails and text messages. Care must be taken to ensure business and, in some cases, social communications are maintained at a professional and courteous level and social media is not used to harass colleagues or persons otherwise associated with the business.
- **Bullying** is the use of force, coercion, hurtful teasing, or threat to abuse, aggressively dominate or intimidate including both physical and social behaviors. Bullying situations may involve the misuse or imbalance of power in a relationship. Caution should be exercised in situations involving 'banter', 'horse-play' or jokes which may be open to misinterpretation or misunderstanding that might cause offence.
- **Victimisation** is treating a person less favorably because they have committed a "protected act". "Protected acts" include previous legal proceedings brought against the employer or the perpetrator, or the giving of evidence at a disciplinary or grievance hearing or at tribunal, or making complaints about the perpetrator or the employer or their alleged discriminatory practices.
- **Discrimination by association** where someone is discriminated against because they associate with someone who possesses a protected characteristic.
- **Discrimination by perception** is discrimination on the grounds that the person is perceived as belonging to a particular group (e.g., sexual orientation, religion, or belief), irrespective of whether this is correct.
- **Any other act or omission of an act**, which has the effect of disadvantaging one person against another, purely on the above grounds.

Recruitment and Selection

Mobysoft aims, through written instruction, appropriate training and supervision, to ensure that all those who are responsible for recruitment and selection are familiar with this Dignity and Respect Policy along with the Recruitment and Selection Policy which outlines the required process for fair processing.

Selection will be conducted on an objective basis and will focus on the applicants' suitability for the job and their ability to fulfil the job requirements. Mobysoft's interest is in the skills, abilities, qualifications, aptitude, and the potential of individuals to do their jobs.

Job descriptions and recruitment activity will be reviewed to ensure that criteria are not applied which are discriminatory, either directly or indirectly, and that they do not impose any condition or requirement which cannot be justified by the demands of the post. Questions asked of candidates will relate to information that will help us to assess their ability to do the job. Selection tests will be specifically related to the job and measure an individual's actual, potential, or inherent ability to do or train for the job. Provide information, instruction and supervision for employees.

Training and Development

Mobysoft recognises that equal opportunity responsibilities do not end at selection, and is committed to ensure that wherever possible all employees receive the widest possible range of development opportunities for advancement.

All employees will be encouraged to discuss their career prospects and training needs with their manager. Opportunities for promotion and training will be communicated and made available to everyone on a fair and equal basis.

The provision of training will be reviewed to ensure that part-time workers, shift or remote workers or those returning to work following a break are able to benefit from training.

Terms and Conditions of employment

Mobysoft is committed to ensuring all policies including compensation, benefits, flexible-working, life leave and any other relevant issues associated with terms and conditions of employment, are formulated, and applied without regard to a protected characteristic (sex, race, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity, gender reassignment) or indeed any other characteristic unrelated to the performance of the job.

What to do if you experience discrimination, bullying, harassment or victimisation

Employees who believe they have experienced discrimination, bullying, harassment or victimisation and have not been able to resolve this informally are advised to use the Mobysoft's internal grievance procedure. An employee who brings a complaint of discrimination will not be less favorably treated and the situation will be handled confidentially, seriously, and sensitively.

Bullying or harassment will not be tolerated, and any individual who feels that they have been subjected to bullying or harassment should initially arrange to discuss the matter confidentially with their line manager, HR Manager, or someone within the company they trust, who will seek to agree a way forward.

It is equally important that anyone who witnesses an incident of bullying or harassment should report this to their manager, HR Manager or an appropriate senior member of staff who will be able to advise on next steps to seek resolution.

Employees may also consider utilising the Whistle-blower policy to notify the organisation of a potential issue. It is not acceptable to stand-back and ignore such situations as this could suggest cultural tolerance of this issue and all Mobysoft employees have a collective responsibility to work pro-actively to ensure everyone is treated with dignity and respect.

Employee Declaration: *'I understand and agree to adhering to this Dignity and Respect Policy:*

Employee Name:

Signature:

Date:

mobysoft

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