



# EQUALITY, DIVERSITY & INCLUSION POLICY

DURO YOKOTA LTD.





# EQUALITY, DIVERSITY & INCLUSION POLICY

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# INTRODUCTION

At DURO Yokota Ltd., we are committed to fostering a workplace culture that values and celebrates equality, diversity, and inclusion (EDI). We believe that embracing EDI enriches our company, drives innovation, and enables us to better serve our customers and communities.

## SCOPE

This policy is designed to guide DURO Yokota Ltd, on Equality, Diversity & Inclusion matters. At DURO Yokota Ltd, we intend on advancing equality and diversity as key features within all our activities as we believe this to be ethically right and socially responsible.

## Aims of the Policy

The purpose of this policy is to remove barriers to equal opportunities and to prevent any form of discrimination regardless of an individual's ability, age, responsibility for children or other dependents, gender, disability, gender reassignment, marital status, political or religious belief or non- belief, race, colour, national or ethnic origin, sexual orientation, work pattern or offending history that does not create risk to learners or other staff.



DURO Yokota Ltd has a duty to eliminate unlawful discrimination and promote good relations between people



DURO Yokota Ltd will demonstrate fairness and respect in our dealings with our employees and partners with whom we work

## Implementation

DURO Yokota Ltd.'s Equality and Diversity Policy is supported by additional policies that provide for an integrated approach to equality and diversity. In the main, senior management will steer the implementation of this policy. The policy will also be implemented throughout the organisation in the following ways:

### Communication

The policy is communicated to all employees through Email (Where applicable), The Atlas Portal and Atlas Training Modules. All staff should acknowledge on the Atlas Portal that they have read and understood the policy content.

### Monitoring

Duro Yokota Ltd has a target that all new and existing employees of the entity are asked to complete an equality & diversity Training Module through Atlas on an annual basis.

### Positive Action

It is unlawful to discriminate positively. However, DURO Yokota Ltd may take positive action to encourage people from an underrepresented group to apply for jobs or to give them assistance so they can be considered for certain vacancies or training opportunities. Such positive action may be taken when monitoring reveals an imbalance category or in applicants for jobs or training opportunities.

DURO Yokota Ltd believes that excellence will be achieved through recognising the value of every individual. We aim to create an environment that respects the diversity of employees with whom we work.

**DURO Yokota Ltd acknowledges the following basic rights for all employees:**

- To be treated with respect and dignity
- To be treated fairly regarding all procedures, assessments, and choices
- To receive encouragement to reach their full potential

## Definitions/Legal Context

DURO Yokota Ltd will ensure that through this and other policies, we fulfil our obligation under all the relevant Employment Legislation including the following and its definitions below.



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## EXPECTATIONS

### Corporate Responsibility

DURO Yokota Ltd acknowledges that, as an employer, it has responsibility to protect employees in the workplace, to remove all barriers to individual development and to maintain and promote an environment that appreciates diversity and is free from discrimination, harassment, and bullying. All employees will be treated with dignity and respect at all times and valued for the skills and talents they bring to the organisation. Discrimination, harassment, bullying, or any form of disrespectful behaviour is strictly prohibited and will be dealt promptly and may lead to disciplinary action leading up to and including termination of employment and / or contract.

DURO Yokota Ltd will mainstream equality into all aspects of the business and aims to be recognised by employees that appreciate the benefits gained from celebrating diversity.

To actively demonstrate commitment, ultimately, the directors will hold the corporate responsibility for equality and diversity within DURO Yokota Ltd. This will be done by ensuring that the spirit of the policy is promoted and respected at all times by all within the organisation.

### Management Responsibility

All directors, Senior and line managers at DURO Yokota Ltd will demonstrate commitment to the Equality and Diversity Policy and are responsible for ensuring the mainstreaming of equality throughout DURO Yokota Ltd. Directors, Senior and line Managers are responsible for monitoring individual behaviour and will take immediate action if there is evidence of discrimination, harassment, bullying or any breach of our Equality Policy. They will be

responsible for continual raising awareness of individual rights and responsibilities. They are also responsible for supporting and encouraging staff to reach their full potential and will do so by ensuring that no barriers to development exist.



### Individual Responsibility

Every employee is individually responsible for her or his own behaviour. Any employee, who causes offence or makes another individual feel unsafe or undignified or unjustly, unfairly or unlawfully prevents them from developing within DURO Yokota Ltd whether intentionally or not, may be subject to disciplinary action by DURO Yokota Ltd and may face legal action from the complainant.

Any employee who feels that he or she is suffering from unfair, unjust or unlawful treatment, should act as detailed in the Complaints or Grievance procedures. Similarly, any employee who witnesses another individual being treated in such a way should report the incident without fear as defined in the Complaints Policy.

Training has a key role to play in promoting equality of opportunity. Atlas will provide training to increase awareness of equality and diversity so that employees at all levels can perform effectively and develop their full potential within their jobs.

### Reasonable Adjustments

All staff have the right to work and progress in an environment where they:

- Are fully respected
- Feel welcome
- Are treated fairly
- Have equality of opportunity for training
- Feel confident that action will be taken to address any reported harassment or discrimination

### Discrimination

This can come in one of the following forms:

**Discrimination** - treating someone with a protected characteristic less favourably than others

**Indirect discrimination** - putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage

**Harassment** - unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them

**Bullying** - intimidating behaviour from an individual or individuals

**Victimisation** - treating someone unfairly because they've complained about discrimination or harassment

# APPENDIX

## Protected characteristics: definitions

Throughout the guidance you will see reference to these 'protected characteristics'. This page gives you more information on each of the nine protected characteristics.

**Age:** Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).

**Disability:** A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

**Gender reassignment:** The process of transitioning from one gender to another.

**Marriage and civil partnership:** Marriage is defined as a 'union between a man and a woman'. Same sex couples can have their relationships. Legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters.

**Pregnancy and maternity:** Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

**Race:** It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

**Religion and belief:** Religion has the meaning usually given to it, but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

**Sex:** A man or woman.

**Sexual orientation:** Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

## LEGAL REQUIREMENTS/ACTS/ LEGISLATION & REFERENCE

### The Equality Act 2010

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone. The Equality Act came into force on 1st October 2010 and replaced previous anti-discrimination legislation including:

- the Equal Pay Act 1970
- the Sex Discrimination Act 1975
- the Race Relations Act 1976
- the Disability Discrimination Act 1995
- the Equality Act 2006, part 2
- the Employment Equality (Religion or Belief) Regulations 2003
- the Employment Equality (Sexual Orientation) Regulations 2003
- the Employment Equality (Age) Regulations 2006
- the Equality Act (Sexual Orientation) Regulations 2007)
- the Equality Act aims to harmonise the various discrimination strands which developed under previous legislation. The protected characteristics under the Act are:
  - Age
  - Disability
  - Gender reassignment
  - Marriage and Civil Partnership
  - Pregnancy and maternity
  - Race
  - Religion or Belief
  - Sex

**Sexual orientation:** The Act prohibits seven different types of discrimination in relation to the protected characteristics:

- Direct discrimination
- Associative discrimination
- Indirect discrimination
- Harassment
- Harassment by a third party
- Victimation
- Discrimination by perception



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## Rehabilitation of Offenders Acts (1974):

- An ex-offender after a period of rehabilitation has no need to disclose a previous conviction unless his or her sentence exceeded 2.5 years of imprisonment
- If any convictions are disclosed, they are not necessarily a bar to employing that person; the relevance of the offence to the duties of the job must be considered at the short-listing stage
- Once a conviction becomes 'spent' an employer cannot refuse to employ, dismiss, or otherwise discriminate against an ex-offender on the grounds of a previous conviction

(Certain posts are exempt from the Act. Examples of these include medical, nursing and midwifery posts, any posts that involve contact with vulnerable people, as well as all posts requiring admission to professional register. In these cases, spent convictions must be disclosed.)

## ADDITIONAL INFORMATION

### Useful websites:

<https://equalityhumanrights.com/en>

<https://www.gov.uk/guidance/equality-act-2010-guidance>

## APPROVAL

This policy has been approved by the organisation's Directors and Head of Operations who will review and update it annually.

**Approved by**  
D Beaumont

**Date of last review**  
19/01/2026

A handwritten signature in black ink, appearing to read "D. Beaumont".