

# Diversity Equality and Inclusion (DEI) Policy

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## 1.0 Introduction

Vyta is an equal opportunities employer and will make every good faith effort to comply with the spirit and integrity of equality legislation. We aim to promote a harmonious working environment in which our employees are treated with equality, dignity and respect with all differences welcomed. We aim to create a culture where our employees feel empowered and respected.

We have zero tolerance against discrimination, harassment, sexual harassment, victimisation on protected equality grounds, or any type of inappropriate behaviour. Such behaviour is contrary to our values, mission and if proven may result in disciplinary action, up to and including dismissal.

### 1.1 Aim

- ▶ Create a positive, inclusive environment, where equality, diversity, inclusion and respect are promoted and where all employee differences are welcomed and valued.
- ▶ Uphold a zero-tolerance approach to discrimination, harassment including sexual, victimisation and bullying or any inappropriate behaviour.
- ▶ Have established policies and procedures to promote equality of opportunity. These will be periodically reviewed to ensure that individuals continue to be selected, promoted, trained or treated solely based on merit and in line with the requirements of job role.
- ▶ Ensure fair and equal treatment, with our employees and any candidate applying for a role.
- ▶ Promote a working environment free from all forms of unlawful discrimination and fostering a culture where individuals are willing to give their best
- ▶ Ensure our policies and procedures provide an employee with a way to raise a concern or complain.
- ▶ Ensure any concerns are dealt with promptly, sensitively, confidentiality and in line with our internal grievance procedures. This includes informal and formal resolutions.

- ▶ Review and monitor this policy in line with best practice and employment legislation

## 2.0 Scope

This policy applies to all employees of Vyta, including those seconded into the organisation or on fixed term contracts.

### 2.1 Individual Responsibilities

At Vyta, we believe everyone has a personal responsibility to comply and implement this policy.

### 2.2 Employee Responsibilities

- ▶ Act in ways that respect and values the diversity of others in line with Vyta expectations and values.
- ▶ Create an inclusive environment that is free from discrimination, harassment and bullying.
- ▶ Have awareness on how potential unconscious bias may hinder the ability to be inclusive.
- ▶ Challenge and report any behaviour, that may be deemed as inappropriate or could be interpreted as discriminatory.
- ▶ Understand what is expected, in terms of their performance, behaviour and conduct towards others.
- ▶ Comply with any internal processes.
- ▶ Where appropriate, inform their manager of any concerns or situations they wish to raise.

### 2.3 Manager Responsibilities

- ▶ Demonstrate a high standard of behaviour and set clear expectations to staff on what behaviour is acceptable and expected at work.
- ▶ Create and promote an inclusive and safe working environment that supports EDI and behaviours that reinforce our Vyta values i.e. where employees are treated with dignity and respect.
- ▶ Consistently display inclusive leadership behaviours, valuing all perspectives and listening to any diverse point of view.
- ▶ Foster a culture and encourage employees to challenge unacceptable behaviour.
- ▶ Mitigate against any potential unconscious bias in employment related decisions and practices.
- ▶ Consider any reasonable adjustment, as and when required.
- ▶ Comply with this policy and ensure this policy is implemented within their teams.
- ▶ To deal with any matter arising from this policy and seek advice and guidance from the People Team, without delay.

### 2.4 People Team Responsibilities

- ▶ To provide any support, required in line with this policy.

## 3.0 Recruitment

Vyta is committed to equal opportunities in employment and will take every possible step to ensure that no person working within the organisation or seeking employment, will receive less favourable treatment or will be disadvantaged by requirement conditions.

Selection criteria and procedures are reviewed periodically to ensure that individuals are selected and treated based on their relevant merits and abilities.

## 4.0 Raising a Concern

Any employee who wishes to raise a concern in line with this policy, should refer to the Grievance Procedure. This procedure contains informal and formal resolutions, for employees to avail of. Vyta would encourage, where appropriate, any concern to be dealt with informally in the first instance. This is dependent on the circumstances and the nature of the concern.

Any breach(es) of this policy will be taken very seriously and will be investigated. This may result in disciplinary action, up to and including dismissal.

## 5.0 Support

For those employees with one year service, there is 24/7 confidential counselling available through Healthshield. More details can be found from the People Team.

## 6.0 Review

This policy will be reviewed periodically and in line with legislation.