
PHOENIX RDS
CORPORATE GOVERNANCE & COMPLIANCE POLICIES



Phoenix-RDS

Policy Summary Sheet

Policy Number	PRDS-MS-POL-006
Policy name	Human Rights, Diversity and Equality Policy
Revision	1.0
Date	01/01/22

This policy sets out the principles and commitments that support Phoenix RDS intention 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.

Managers, staff and contractors are expected to comply with this Policy and identify shortcomings, omissions or compliance failures to their line manager.

Phoenix RDS's intent is that the company, and its staff, will operate in compliance with four principles:

- Every employee is an important member of the WEL team, and we value diversity of people.
- We are committed to providing an environment recognised for its equality and diversity, and we will treat everyone with fairness, respect and dignity.
- We do not tolerate any discrimination of colleagues or others affected by our operations.
- Our working environments are free of bullying, harassment, victimisation and unlawful discrimination and promote dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

Discrimination includes all unequal treatment, exclusion or preference based on race, gender, age, disability, sexual orientation, religion, political views, national or ethnic origin or any other characteristic that results in compromising the principle of equality.

We are committed to:

- Promoting our principles on human rights, diversity and equality via visible engagement and participation of senior management.
- Encouraging equality and diversity in the workplace as they are good practice and make business sense.
- Ensuring that in all circumstances the company, and its employees, conform to current legislation including:
 - ✓ The Equality Act 2010
 - ✓ The Human Rights Act
- Opposing and avoiding all forms of unlawful discrimination. This includes discrimination in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.
- Maintaining a culture where the following are recognised as essential core values:
 - ✓ Respecting others, including competitors, by treating everyone fairly.
 - ✓ Showing fairness and impartiality in recruitment, promotion and negotiations.
 - ✓ Behaving loyally in the context of a business venture, or contractual relationship.
 - ✓ Acting constructively, in good faith.
 - ✓ Providing clear, accurate information.
 - ✓ Recognising the need for reciprocity in business relationships where people's rights and duties are equally recognised.

- Being socially responsible and committed to respecting cultural diversity in the communities where we develop and operate our business and will:
 - ✓ Consult with the relevant communities to achieve mutually acceptable outcomes;
 - ✓ Seek to create lasting relationships built on mutual respect and trust.

- Making appropriate resources available to implement this policy.
- Ensuring the policy and related procedures are easily accessible to, and understood by, all workers and other stakeholders.
- Supporting the policy with adequate training, mentoring, advice and support systems.
- Ensuring that everyone, whatever their role, understands they are personally responsible for their own behaviour and that they, in addition to Phoenix RDS, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public. Depending on the exact situation, the individual involved may face disciplinary, administrative, civil and/or criminal sanctions.

- Communicating our principles and commitments principles on human rights, diversity and equality to all suppliers, contractors and business partners at the outset of our business relationship with them and reinforcing this as appropriate thereafter.

- Working with suppliers, vendors and business partners who have comparable and compatible values and standards for:

✓ Business ethics,	✓ Regulatory compliance,
✓ Rejection of corruption and bribery,	✓ SHEQ
✓ Supply chain management,	✓ Human rights, diversity and equality,
✓ Protection of intellectual property and company assets	✓ Eliminating slavery and human trafficking in the supply chain.

- Including investigation and validation of human rights, diversity and equality management in pre-qualifying and approving contractors & suppliers where risk assessment indicates this is appropriate. This includes:
 - ✓ Employment and recruitment agencies and other third parties supplying workers to our organisation,
 - ✓ Suppliers engaging workers through a third party.

- Ensuring our employees and contractors exhibit the highest standards of behaviour in their dealings with, and on behalf of, the company whether in their place of employment or on assignments or business trips.
- Encouraging employees, and other stakeholders, to comment on this policy, the effectiveness of its application, and any concerns or suspicions that our principles on human rights, diversity and equality are not being met at the earliest possible stage.
- Taking seriously any allegations of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public, and any others, in the course of the organisation's work activities and ensuring such allegations are fully investigated and remedial action is taken promptly.

- Treating infringements of this policy, and our principles on human rights, diversity and equality as misconduct under the organisation's grievance and/or disciplinary procedures and taking appropriate action. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
- Protecting whistle-blowers, acting in good faith on infringements of the company's principles on human rights, diversity and equality, in accordance with PRDS-MS-POL-006.
- Ensure that lessons learned reviews take any relevant issues associated with the company's human rights, diversity and equality principles into account.
- Reviewing employment practices and procedures when necessary (at least annually) to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitoring the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy.

This policy shall be implemented having regard for other relevant Phoenix RDS policies.



Rory Somerset
Managing Director
1st January 2022