



## Equality & Diversity Policy

### Definitions

Equality is creating an even platform to enable everyone to access the same opportunities and is backed by legislation to prevent discrimination based on prejudices against any group. Diversity is understanding and valuing the differences in people and believing that harnessing these differences will create a productive working environment and an enriching life experience, where talents are fully utilised and organisational goals are met.

### 1. Statement of Intent

**1.1** Genesys Office Furniture Ltd is fully committed to the principles of equality of opportunity and is responsible for ensuring that no employee receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexual preference or political belief.

### 2. Purpose

**2.1** This policy has been produced to prevent/tackle any potential/current discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against employees.

### 3. Legal Requirements

**3.1** Genesys Office Furniture Ltd is required by law not to discriminate against its employees and recognises its legal obligations.

### 4. Discrimination, harassment and victimisation

**4.1** Discrimination can take the following forms:

**4.1.1** Direct Discrimination. This means treating someone less favourably than you would treat others in the same circumstances.

**4.1.2** Indirect Discrimination. This occurs when a job requirement or condition is applied equally to all, which has a disproportionate and detrimental effect on one sector of society, because fewer from that sector can comply with it and the requirement cannot be justified in relation to the job.

**4.1.3** When decisions are made about an individual, the only personal characteristics taken into account will be those which, as well as being consistent with relevant legislation, are necessary to the proper performance of the work involved.

**4.2** Harassment is described as inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence to the recipient. It may be directed towards people because of their gender, appearance, race, colour, ethnic origin, nationality, age, sexual preference, a disability or some other characteristic.

**4.3** Victimisation is defined as when someone is treated less favourably than others because he or she has taken action against, or provided information about discrimination, harassment or inappropriate behaviour.

**Genesys Office Furniture Ltd.**

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### **5. Monitoring and Evaluation**

**5.1** This Policy will be re-evaluated on an annual basis and any changes that are deemed necessary, will be implemented at the earliest opportunity.

### **6. Equality and Diversity Policy**

**6.1** Genesys Office Furniture Ltd recognises the importance of equality within the workplace and is committed to helping ensure access to the same opportunities for all. It is backed by legislation to prevent discrimination based on prejudices against any group, regardless of individual circumstance or background.

**6.2** Genesys Office Furniture Ltd recognises that we live in a diverse society and is fully committed to the principles of equality of access and opportunity, and to the elimination of unlawful and unfair discrimination.

**6.3** Equality of opportunity and diversity are fundamental to our values and are supported by appropriate policies, procedures and good practice. All of our Policies and Procedures have been produced to prevent and tackle any potential or current discrimination, or other unfair treatment, whether intentional or unintentional, direct or indirect