

## Policy on Equality & Diversity

### Introduction

ScottishPower recognises the importance of difference and the Company values and respects individuality as part of its ongoing commitment to promoting equality and diversity. ScottishPower also understands that diversity goes beyond legally compliant policies and practices. It also includes a focus on creating an innovative, integrated organisation where people feel valued, inspiring them to perform at their best. This approach is referred to as "inclusion."

### Policy Commitment

ScottishPower is committed to equal opportunities for all, irrespective of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy, adoption or maternity or other considerations not justified in law which are irrelevant to the performance of the job.

In recognition of these values, the Company is committed to raising awareness and understanding of equality and diversity by endorsing and promoting the following principles:-

- Compliance with all legal requirements relating to equality and diversity in the workplace and prevention of harassment and discrimination.
- Focus on fairness and inclusion, ensuring that recognition, capability and potential are the basis for all recruitment and development decisions and that employees have the relevant training and opportunities for career and personal development
- Rewarding employees in a fair and consistent manner and recognition of individual performance and potential
- Recognition of the growing diversity of individual values within the workplace
- Valuing employees' views and perspectives and ensure that everyone is treated with dignity and respect

### Policy Scope

In addition to employees, this Policy will apply to the treatment of job applicants, former employees, agency staff, contractor's consultants or any person working on behalf of ScottishPower or any ScottishPower customer or client. The Company expects other persons working for or on behalf of ScottishPower to be aware of and comply with this Policy. It should be noted however that any grievance and disciplinary procedures referred to in this Policy apply to existing ScottishPower employees only.

### Implementation

ScottishPower's Policy on Equality & Diversity promotes individual capability and potential of all employees and ScottishPower is committed to taking the following steps to eliminate discrimination and promote equality of opportunity for all during any aspect of the employment relationship:-

- Ensure that this Policy is communicated and understood and that all individual employees fully understand their personal responsibilities;

- Ensure that all agency workers, contractors, consultants and any other persons working for or on behalf of ScottishPower are fully aware of and comply with this Policy;
- Review its recruitment, selection, employment practices and opportunities for training and development to ensure compliance with this Policy; and
- Monitor the effectiveness of this Policy, aiming for continuous improvement in all aspects of equal opportunities in employment.

## Protected Characteristics

The Equality Act 2010 protects employees from certain **prohibited conduct** on the grounds of any of the protected characteristics stated in the Act which are defined as follows:-

- **Age:** A particular age (e.g. 32 year old) or range of ages (e.g. 18 - 30 year olds).
- **Disability:** A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.
- **Gender Reassignment:** Where a person is proposing to undergo, are undergoing or have undergone a process (or part of a process) to reassign their sex by changing physiological or other attributes of sex.
- **Race:** Colour, race, nationality (including citizenship), ethnic or national origin.
- **Religion or Belief:** Religion or religious belief or similar philosophical belief including lack of belief. This does not include any philosophical or political belief unless it is similar to religious belief.
- **Sex:** Gender, i.e. male or female
- **Sexual Orientation:** A person's sexual orientation towards persons of their own sex, the opposite sex or to both sexes.

- **Marriage and Civil Partnership:** Marriage is defined as a 'union between a man and a woman or between a same sex couple'. Same sex couples can also have their relationships legally recognised as 'civil partnerships'.
- **Pregnancy or Maternity:** Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth.

## Prohibited Conduct

There are four main types of *prohibited conduct* as defined in the Equality Act 2010 and these are:-

- **Direct Discrimination** - treating someone with a protected characteristic less favourably than others. Direct discrimination also includes discrimination as a result of association or perception of 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.
- Harassment includes behaviour that is offensive, frightening or in any way distressing. It may be intentional bullying which is obvious or violent, but it can be unintentional subtle or insidious. It may involve nicknames, teasing, name calling or other behaviour which is not with malicious intent but which is upsetting. It may be about the individual's age (actual or perceived), or it may be about the age of those with whom the individual associates. It may not be targeted at an individual(s) but consist of a general culture which, for instance, appears to tolerate the telling of ageist jokes.
- Employees are also protected from harassment because of perception and association, i.e. it's not necessary for the complainant to possess the relevant protected characteristic in order to complain of harassment, nor does the behaviour need to be directed at them.
- **Victimisation** - treating someone unfairly because they've complained about discrimination or harassment .

This is when an individual is treated detrimentally because they have made a complaint or intent to make a complaint about discrimination or harassment or have given evidence relating to a complaint about discrimination or harassment or have given evidence or intent to give evidence relating to a complaint about discrimination or harassment.

Discrimination, on the basis of any protected characteristic (unless this is objectively justified), will not be tolerated and may result in disciplinary action.

## **Making a Complaint**

Any unacceptable conduct which could be in breach of this Policy, including discrimination, may lead to action being taken under the Company's Disciplinary Procedure. Allegations relating to breach of this Policy which have not been made in good faith will also be subject to disciplinary action.

Any complaint of breach of the terms of this Policy, including a complaint of discrimination, will be pursued through the Company's Grievance Procedure. Every care will be taken to ensure that, in the event of a complaint, the complainant will not be treated less favourably by any other employee i.e. they are not victimised.

## **Responsibilities**

### **HR**

The Employment Policy Team is responsible for the maintenance and review of this Policy. This Policy will be reviewed to ensure its effectiveness and any changes arising from this review will be communicated to employees, their representatives, suppliers and other parties. 1HR Direct will provide advice and guidance on the application of this Policy.

### **Managers/Team Leaders**

All Managers/Team Leaders have a personal responsibility to ensure that this Policy is consistently and appropriately complied with and to ensure that all individuals for whom they are responsible are aware that they have an obligation at all times to uphold and promote this Policy and to comply with all relevant legislation.

### **Employees**

All employees should ensure that they understand the Policy on Equality and Diversity.

They should treat fellow employees, agency workers, job applicants, contractors, consultants, customers and clients fairly, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy, adoption and maternity or other considerations not justified in law which are irrelevant to the performance of the job.

If an employee feels they have been discriminated against they should talk to their Manager who may be able to resolve the complaint informally between the various parties involved. This will be done confidentially and dealt with promptly. If an informal approach is unsuccessful, or inappropriate, the Grievance Procedure should be used, and this process will be treated in strictest confidence and dealt with promptly. The Grievance Procedure is only applicable to ScottishPower employees.

### **Other Workers**

Other persons working for or on behalf of ScottishPower are expected to be aware of and comply with this Policy. It should be noted, however, that the Grievance Procedure referred to in this Policy only applies to employees of ScottishPower. If an agency worker, contractor or consultant feels they have been discriminated against they should talk to their employing agency or company as appropriate.

### **Third Parties**

If an employee alleges discriminatory behaviour or harassment against a ScottishPower customer or client, ScottishPower will investigate the matter and, if appropriate, take reasonable steps to prevent recurrence of the behaviour. If a ScottishPower customer or client alleges discriminatory behaviour or harassment against an employee ScottishPower will investigate the matter and if appropriate will take disciplinary action against the employee.

### **Further Information & Guidance**

Further information and advice can be obtained from:-

- ☐HR Direct (147 – internal) (0141 614 9980– external)
- ☐The Equality Act 2010
- ☐Training for employees on “Equality and Diversity in Practice” is available on the Global Employee Portal (GEP)
- ☐Training for managers on “Managing Diversity” is available on the Global Employee Portal (GEP)