

LGBT+ Equality at Work Policy

PHX105

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Introduction

Phoenix Software aims to be an inclusive community which recognises the potential, talents, and contribution of all people regardless of age, disability, gender reassignment, sex, race, religion or belief, sexual orientations, marriage and civil partnership, pregnancy, and maternity/paternity.

This policy covers sexual orientation and gender reassignment. We are committed to creating an environment in which all staff and visitors, irrespective of their sexual orientation and/or trans or gender status, feel welcomed and valued and in which discriminatory behaviour and harassment is not tolerated.

Scope

The policy is relevant to all members of the business:

- All members of staff including both full-time and part-time contracts and anyone working within the business on a placement
- All visitors to the Company
- All contractors associated with the Company
- Individuals working or acting on the Company's behalf including suppliers of goods and services

Definitions And Relevant Legislation

LGBT+: an umbrella term encompassing a range of sexual and gender identities. In terms of sexual orientation this includes but is not limited to – gay, bisexual, lesbian, queer, pansexual and romantic association. In terms of gender identity this includes but is not limited to – transgender, transsexual, non-binary, genderfluid and other gender non-conforming identities. This policy also covers those who identify as intersex or who have intersex conditions.

Sexual Orientation: The Equality Act 2010 defines sexual orientation as meaning an orientation towards:

- Persons of the same sex
- Persons of the opposite sex
- Persons of either sex

Any references provided for staff will not disclose information on sexual orientation or trans or gender status (the current name of the person and appropriate pronoun should be used).

The Company works in conjunction with the internal Diversity and Inclusion Network and any relevant stakeholders in taking forward its work on equality and diversity and is open to feedback from the workforce regarding equal opportunity.

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The Company is committed to recognising the terminology as used by LGBT+ communities.

Responsibilities

The Company will provide LGBT+ information to the workforce via this policy and relevant information to raise awareness when required in conjunction with the internal D&I Network.

Staff are responsible for ensuring that they are aware of the Company's duties in relation to equality and diversity legislation and that they challenge or report all forms of discriminatory behaviour relating to sexual orientation and/or trans or gender status. This type of behaviour should be reported to a Director or the HR Department.

The Company will take prompt action in response to any alleged discrimination, victimisation or harassment claims.

Confidentiality

The sexual orientation, gender assignment or trans status will not be disclosed by the Company without the consent of the person concerned.

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Version Control

AuthorVersionDateDescriptionTrevor Hutchinson1.008/10/2020Original DocumentTrevor Hutchinson1.001/11/2022Annual review – no changes

Document Approval

<u>Name</u>	<u>Version</u>	<u>Date</u>	<u>Position</u>
Sam Mudd	1.0	08/10/2020	Managing Director
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Signed: Clare Metcalfe Clare Metcalfe, Operations Director

Dated: 01/11/2022

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