

## Equal Opportunities Policy

### Our Commitment

Synergy Medical is an equal opportunities employer. This means that it is Synergy Medical's policy, and it will make every effort to ensure, that there is no discrimination or harassment on the grounds of colour, race, nationality, religion, ethnic origin, disability, age, gender or marital status or sexual orientation in the way that Synergy Medical treats its employees, job applicants, patients and visitors.

In issuing this policy, Synergy Medical has three main objectives:

- Firstly, to encourage its employees to take an active role against all forms of harassment and discrimination
- Secondly to deter employees from participating in harassment or discriminatory behaviour
- Thirdly to demonstrate to all employees that they can rely upon Synergy Medical's support in cases of harassment or discrimination at work

Synergy Medical is committed to a working environment that offers equal treatment and equal opportunities for all its employees, so that every employee is able to progress to their true potential.

This policy applies to all aspects of Synergy Medical's working practices and therefore applies to the recruitment and selection of employees, terms and conditions of employment, training, salary, work allocation, promotion and disciplinary procedures.

Synergy Medical's recruitment, selection, promotion procedures and general policies and practices will be periodically reviewed to ensure that this equal opportunities policy is being implemented.

All employees are required to follow and implement Synergy Medical's equal opportunity policy and to undergo any training and development activities to ensure that they can carry out their duties and responsibilities in terms of promoting, developing, implementing and reviewing the policy arrangements in the course of their work.

### Synergy Recruitment Consultancy Limited

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## Harassment

Racial or sexual harassment or harassment of individuals who have or have had a disability or any other form of discrimination will not be tolerated under any circumstances and a member of staff who harasses or discriminates against another employee, job applicant, customer or visitor of Synergy Medical, will be subject to Synergy Medical's Disciplinary Procedure. In serious cases, such behaviour may constitute gross misconduct and result in summary dismissal.

Harassment generally may include any unwanted verbal or physical abuse and/or advances and/or behaviour which an employee may find offensive and which causes them to feel threatened, humiliated, patronised or harassed. Harassment may be deliberate or unconscious, open or covert, direct or indirect, an isolated incident or repeated action. It may also include, in certain circumstances, off duty conduct. It will not necessarily be a defence that such incidents consist of words or behaviour which might be claimed to be "common place" or intended as a joke.

It is the duty and responsibility of Synergy Medical and every employee to stop all types of harassment and discrimination in the workplace. It is only through the efforts of individual employees that harassment and discrimination can be eradicated. We must all recognise that every member of staff has the right not to be subjected to any form of harassment or discrimination whilst at work whether from other employees or other individuals. Additionally, we must ensure that no members of staff subjects other members of staff, job applicants, visitors or customers to any form of harassment or discrimination whilst attending Synergy Medical.

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## Racial Harassment

Racial harassment is racial discrimination and is contrary to Synergy Medical's equal opportunity policy. It is also unlawful. This type of harassment will not be tolerated under any circumstances and Synergy Medical will take prompt action upon becoming aware that such incidents have taken place.

Racial harassment may include: -

1. Abusive language and racist jokes
2. Racial name calling
3. The display or circulation of racially offensive, written or visual material including graffiti
4. Physical threats, assault and insulting behaviour or gestures
5. Open hostility towards workers or other individuals of a particular racial group, (including organised hostility) in the workplace
6. Unfair allocation of work and responsibilities
7. Exclusion from normal workplace conversation or social events, i.e. being "frozen out"

The above examples are not exhaustive and each incident of harassment or discrimination will be viewed on its individual facts.

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## Sexual Harassment

Sexual harassment is similarly sex discrimination, unlawful and contrary to Synergy Medical's equal opportunities policy and is defined as unwanted behaviour of a sexual nature by one employee towards another.

Examples of harassment include: -

1. Insensitive jokes and/or pranks
2. Lewd comments about appearance
3. Unnecessary body contact
4. Displays of sexually offensive material, for example pin-ups
5. Requests for sexual favours
6. Speculation about an employee's private life and/or sexual activities;
7. Threatened or actual sexual violence
8. Threat of dismissal, loss of promotion etc. for refusal of sexual favours

Whilst the above list gives examples of sexual harassment, harassment takes many forms, from relatively mild sexual banter to actual physical violence and the above examples are not exhaustive.

Harassment of an individual in this manner on the basis of their sexual orientation (i.e., because they are homosexual, transsexual or undergoing "sex change treatment") will also be regarded as sexual harassment by Synergy Medical and will not be tolerated.

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## Harassment of Disabled Individuals

Harassment of an individual who has a disability or has had a disability in the past is unlawful. It is also contrary to Synergy Medical's equal opportunities policy, which seeks to ensure that people with disabilities receive treatment that is fair, equitable and consistent with their skills and abilities.

In accordance with statutory requirements, Synergy Medical recognises that a person with a disability is someone who has or has had a physical or mental impairment which has a substantial and long term adverse effect on his/her normal day to day activities. Therefore, depending on individual circumstances a person, who has been seriously injured, has or has had a progressive illness, significant learning difficulties or poor hearing/vision/mobility, is likely to be a person with a disability.

Examples of harassment of a person who has or has had a disability include: -

- non verbal offensive gestures (e.g. staring at a particular affliction);
- offensive letters;
- insensitive jokes, pranks, nicknames or comments;
- physical mistreatment (e.g. jostling or assault).

As part of Synergy Medical's equal opportunities policy we will make every effort, if a disabled person joins Synergy Medical or if an existing employee becomes disabled, to make such adjustments as are necessary and practical to retain them within Synergy Medical.

As with sexual and racial harassment, harassment of a person with disabilities will not be tolerated by Synergy Medical and all instances of such behaviour or alleged behaviour will be taken seriously, and fully investigated and may result in disciplinary action.

Finally, Synergy Medical will seek to ensure that the needs of people with disabilities are considered generally in both the context of Synergy Medical's working practices and in the nature of its premises and continuing services.

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