

Inclusion & Diversity Policy

January 2022

At Apollo our people are at the heart of everything we do and we are committed to creating a diverse and inclusive workplace, one where difference is celebrated and everyone is welcome, included and can thrive.

We are committed to promoting equality of opportunity for all employees and job applicants and creating a workplace in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

We do not discriminate against our employees or job applications and we operate a zero tolerance policy to bullying and harassment and all forms of discrimination. This includes all of the protected characteristics of the Equality Act of 2010 - age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity/paternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation, as well as neurodiversity, parental and caring responsibilities, social and socio-economic status.

These principles of non-discrimination and equality of opportunity also apply to the way in which Apollo employees treat visitors, clients, customers, suppliers, former employees, trainees, homeworkers, part-time and fixed-term employees, volunteers, casual workers and agency staff.

Scope

This policy and our commitment to inclusion, diversity and equal opportunities applies to all aspects of our relationship with employees and to relations between employees at all levels. This includes:

- Job advertisements
- Recruitment and selection
- Training and development
- Opportunities for promotion
- Conditions of service
- Pay and benefits
- Conduct at work
- Disciplinary and grievance procedures
- Termination of employment/engagement.

Non-Discrimination

We aim to ensure that no job applicant nor any employee suffers discrimination or harassment of any form. All employees at Apollo are informed of their duty to act in accordance with this policy and treat colleagues with dignity at all times, and not to discriminate against or harass other employees, regardless of their status. We provide a full programme of inclusion training for all employees including mandatory training on anti-bullying and harassment and anti-racism.

Recruitment

We commit to inclusive recruitment practices, including but not limited to awareness of unconscious bias, avoiding stereotyping, avoiding language that may discourage groups with a particular protected characteristic from applying, together with using a variety of recruitment methods.

Applicants are asked what workplace adjustments should be made from their first engagement with Apollo as part of our commitment to an inclusive hiring process.

All applicants are provided with a copy of Life@Apollo pack which contains information on the Apollo vision, values, our commitment to inclusion and to ESG (Environmental, Social and Governance), and details of our benefits, learning and development opportunities and flexible working options as well as information on reasonable adjustment.

Termination of employment

We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

We will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

Monitoring

To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our organisation, we may monitor job applicants' ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment procedure.

Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment/engagement.

We collect diversity data for all employees annually covering the nine protected characteristics of the UK Equality Act, as well as data on caring neurodiversity, caring responsibilities and socio-economic status. All questions have "prefer not to say" and "prefer to self-describe" options.

Disability, Impairment and Long-term Health Condition Discrimination

Apollo is committed to providing an inclusive working environment and effective support for all disabled people, and people with impairments and long term health conditions so that they feel included, valued and are able to perform to the best of their ability.

We take our responsibilities to provide workplace adjustments seriously. Workplace adjustments can be requested at the any stage of the application and interview process and at any time whilst working at Apollo, and we commit to making workplace adjustments in a flexible and timely manner taking into account the individual's circumstances.

Flexible and Part-Time Work

At Apollo flexible working is fully embraced. We understand that no one staff member is the same and that each of us has our own responsibilities and roles outside of our working life, and therefore we actively support employees to be able to manage this within our flexible working guidelines.

Part-time employees have the same access to benefits and training and promotion opportunities. All requests to alter working hours are dealt with on an individual basis under our Flexible Working Policy.

Transgender Equality

Apollo is committed to equality of opportunity for transgender people throughout recruitment and employment, including supporting transgender employees through any transitioning process. We will not tolerate discrimination, victimisation or harassment on the basis of a person's gender identity, gender expression or transgender status.

We seek to provide a supportive environment for transgender employees and to create a culture and environment where transgender employees are fully supported during any process of transition under the terms of the Equality Act 2010 and The Gender Recognition Act 2004.

Breaches of this Policy

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure.

Employees who make such allegations will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will be dealt with under our disciplinary procedure.

Any employees who are found to have committed an act of discrimination or harassment will be subject to disciplinary action which may include dismissal. We take a strict approach to serious breaches of this policy.

This policy is approved and supported by all members of the Apollo Board and Executive Committee and is reviewed and updated on an annual basis.



David Ibeson

Chief Executive Officer

Apollo Syndicate Management