

### **EQUAL OPPORTUNITIES OVERVIEW**

#### **PURPOSE**

- To set out the Equal Opportunities Policy for Toyota Motor Manufacturing UK.
- To confirm the commitment of Toyota UK to providing equal opportunities to all applicants and Members, regardless of their gender, age, marital status, disability, sexual orientation, race, religion or belief, ethnic or national origin, or nationality.
- To confirm the commitment of Toyota UK to providing a working environment where all Members are treated with mutual trust and respect.
- To identify the procedure to be followed if a Member wishes to make a complaint in relation to equal opportunities.

#### **SCOPE**

- This policy applies to all current Members and applicants.
- All contractors who work at a Toyota UK work site will be made aware of this policy.
- This policy also applies to Toyota Members who are off site in the course of their employment.
- This policy should be read alongside Toyota UK's Dignity at Work Policy.

#### **STATEMENT**

- Toyota UK is committed to the principle of Equal Opportunities by providing fair and equitable treatment to all Members and applicants.
- Toyota UK will seek to abide by the intent as well as the letter of appropriate legislation in these matters.
- Toyota UK's management team are committed to the promotion of and adherence to the Equal Opportunities Policy.
- Only with the commitment and support of all Members can Toyota UK achieve an environment of mutual trust and respect
- Toyota UK's Equal Opportunities Policy has been developed in conjunction with TMAB – Toyota Member Advisory Board.

#### **DISCRIMINATION**

##### **Direct Discrimination**

- Direct discrimination occurs where, on grounds of gender, age, marital status, disability, sexual orientation, race, religion or belief, ethnic or national origin or nationality, one person is treated less favourably than another. Examples of this form of discrimination are:

Refusal to employ a candidate on the grounds of race;  
Dismissal of a Member on the grounds of sexual orientation;  
Denying employment opportunities such as promotion or training on the grounds of religion.

##### **Indirect Discrimination**

- Indirect discrimination occurs where an apparently neutral provision, criterion or practice is applied to all, but that provision, criterion or practice adversely affects a considerably higher percentage of one group of individuals than another because of their gender, age, marital status, sexual orientation, race, religion or belief, ethnic or national origin or nationality. This treatment is discriminatory if it is unjustifiable and is to the detriment of the group in question. An example of this form of discrimination is:

Insisting that all Members due to transfer from one Department to another are able to lift a significant weight, when the requirement is not necessary for the role.

##### **Reasonable adjustment**

- In order to maximise employment of people with disabilities, Toyota UK always seeks to implement reasonable adjustment to the workplace where appropriate and necessary.

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### **HARASSMENT**

- Harassment is defined as behaviour which is offensive, unreasonable and unwanted, which creates an offensive, humiliating or intimidating working environment and which affects the dignity of people at work.
- Toyota UK views bullying as a form of harassment.
- What one Member may not view as harassment may be viewed as such by another.
- Harassment may not be intentional, but if the recipient regards a Member's behaviour as unwanted, unreasonable or offensive, Toyota UK will deem this to be sufficiently serious to warrant investigation.
- Toyota UK will deal with all forms of harassment and/or bullying in accordance with the procedures set out in this policy.

### **VICTIMISATION**

- Victimisation can be defined as one person ("the Victimiser") treating another person ("the Victim") less favourably because the Victim has complained about or brought a discrimination claim, or because the Victim has given evidence or information in connection with such a complaint or claim.
- Victimisation of any Member will be dealt with in accordance with the procedure set out in this policy.

### **EMPLOYMENT**

#### **Recruitment and selection**

- The purpose of the recruitment and selection process is to recruit and select the best candidate for the required position
- Toyota UK will aim always to place recruitment advertisements which cover a representative cross section of the potential labour market.
- Toyota UK will not unlawfully discriminate against any job applicant.
- Toyota UK will seek to ensure that all recruitment processes, including selection tests, are justifiable in relation to the position in question.
- Selection tests and interviews have been specifically designed not to unreasonably favour or disadvantage any group or groups of individuals.

#### **Promotion**

- Promotion within Toyota UK will be based upon objective criteria and the business needs of the Company.
- Multi-level authorisation will be required to ensure the appropriate individual for the job will be promoted.
- The promotion system is specifically designed not to unreasonably favour or disadvantage any group or groups of individuals.

#### **Transfer**

- Selection for transfer will be based on Toyota UK's requirements and the individual's suitability for the position in question.
- Care is always taken to ensure that methods of selection for the transfer of function, location, working arrangements, comply with the equal opportunities policy.

#### **Development**

- All Members are encouraged to take advantage of available training and development opportunities.
- Toyota UK will not offer or withhold development opportunities, on grounds of gender, age, marital status, disability, sexual orientation, race, religion or belief, ethnic or national origin or nationality, or in any manner which unlawfully discriminates against any group or groups of individuals.
- Based upon specific business requirements development may be focussed upon certain occupational classifications.
- Development will be relevant to the requirement of each specific position and all development selection decisions will be based on individual ability.

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### EQUAL OPPORTUNITIES AWARENESS

- Toyota UK will endeavour to provide an appropriate level of equal opportunities awareness training for all Members in order to ensure that they understand their responsibilities with regard to the Equal Opportunities and Dignity at Work policies.

### IF A MEMBER HAS A CONCERN:

- If a Member feels they have a concern, if they feel able, they should address the concern directly with the person(s) to explain why their actions have caused a concern
- If it is not possible to resolve the problem directly with the Member, or the Member with the concern would like advice or support on handling the situation the Member should raise their concern with their Supervisor.
- If the Member feels unable to raise their concern with their Supervisor they should speak to any of the following:

The appropriate Senior Group Leader;  
The appropriate Manager;  
Any member of Line Management;  
The appropriate Area Specialist;  
The appropriate Member Representative.

- Any concern will be treated with appropriate confidentiality and seriousness.
- Any Member who raises such a concern will not be treated less favourably, because they have done so.
- Corrective Action may be taken against any Member who does not act in accordance with the Equal Opportunities and Dignity at Work Policies.
- In the event that the complainant is found to have brought an unfounded claim, or to have contributed to the creation of an offensive, humiliating or intimidating working environment, they themselves may be liable for Corrective Action.
- Toyota UK will strive to ensure all concerns are resolved effectively and speedily in an atmosphere of mutual trust and respect.
- As a last resort Members who feel that their concern has not been resolved to their satisfaction may use the Concern Resolution procedure as shown in Section 6 of the Agreement on Procedures and Terms and Conditions of Employment between Toyota Motor Manufacturing UK Ltd and Amicus.

### REVIEW AND KAIZEN

- Toyota UK is committed to the regular review of this policy and the related Dignity at Work Policy in order to ensure their effective implementation
- To this end a clear monitoring procedure with specific accountability is detailed below.

### EQUAL OPPORTUNITIES MONITORING

- Equal opportunities statistics will be collated on an ongoing basis.
- The data will be initially collected from application forms and then updated from Member update forms.
- Members are made aware that equal opportunities information provided on both of these forms is for monitoring purposes only, in accordance with the Data Protection Act (1998).
- The data collected will be used in the analysis of recruitment, selection and other relevant employment matters.

### EQUAL OPPORTUNITIES STEERING GROUP

- The Equal Opportunities Steering Group will be chaired by the General Manager of Human Resources and will include representatives from Employee Relations, Recruitment and Development functions.
- The Steering Group will meet on a bi-annual basis and review key statistics.
- The Steering Group will report key information to Company level meetings and TMAB - Toyota Members Advisory Board, on a regular basis.
- The Steering Group will also propose any appropriate actions based on the information reported.