CADi

Dignity at Work Policy

Causal Artificial Decision Intelligence Ltd

Version: 1.0
Policy owner: Board of Directors
Directors: Stephen Spence and Phil Baker
Review cycle: Annual and following material legal changes

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1. Purpose and Principles

CADi exists to measure whether automated decisions treat people fairly, with particular attention to people in vulnerable circumstances who are entitled to the same access and service as everyone else.

A company with that purpose must hold itself to the same standard.

CADi is committed to maintaining a professional working environment founded on dignity, fairness, mutual respect, individual merit and personal responsibility.

Every person working with CADi is entitled to be treated with dignity and respect. Every person has an equal responsibility to extend that treatment to others.

This policy establishes the standards of conduct expected of everyone working with or representing CADi, together with the responsibilities and procedures through which those standards are maintained.

2. Scope

This policy applies to:

- Directors
- Employees
- Contractors
- Research associates
- Students on placement

- Subcontractors
- Other individuals acting on CADi's behalf

It applies insofar as relevant to each person's engagement and legal relationship with CADi.

The policy covers recruitment, selection, terms of engagement, remuneration, professional development, allocation of work, performance management, disciplinary matters, grievances and the ending of engagements.

It applies to work-related conduct in person and online, including remote working, meetings, travel, professional events and dealings with clients, partners and other third parties.

Technical assessment of automated decisions is governed by CADi's separate research and service standards.

3. Standards of Conduct

3.1 Individual dignity

Every person deserves courtesy, consideration and respectful treatment, regardless of their position, background or personal circumstances.

No individual should be subjected to humiliation, intimidation or degrading treatment in the course of their work.

3.2 Fair treatment and individual merit

Recruitment, remuneration, development and professional opportunities will be determined by relevant skills, competence, performance, objective criteria and legitimate business requirements, in accordance with applicable law.

Decisions must be reasonable, properly justified and free from unlawful discrimination.

3.3 Professional conduct

Everyone representing CADi is expected to behave professionally, exercise sound judgement and maintain appropriate standards in their dealings with colleagues, clients, partners and the public.

Reasoned disagreement and constructive professional challenge are legitimate and necessary parts of effective research and business activity.

Disagreement must be expressed respectfully.

3.4 Freedom from bullying and harassment

CADi does not tolerate:

- Bullying
- Intimidation
- Humiliation
- Harassment
- Sexual harassment
- Victimisation
- Unlawful discrimination
- Abuse of authority
- Threatening or degrading conduct

These standards apply regardless of seniority or contractual status, subject to the applicable legal framework.

3.5 Personal responsibility

Every individual is accountable for their conduct and for contributing to a professional environment in which others can work without fear of intimidation or mistreatment.

Everyone must exercise reasonable care in their interactions with others.

3.6 Management accountability

Directors and individuals responsible for supervising others must demonstrate these standards through their own conduct.

They are responsible for addressing unacceptable behaviour, considering relevant workplace risks and ensuring that decisions are fair, reasonable and properly justified.

3.7 Procedural fairness

Concerns will be considered impartially and on the basis of relevant evidence.

Everyone involved is entitled to fair treatment and an appropriate opportunity to be heard.

An allegation does not, of itself, establish misconduct.

3.8 Proportionate resolution

CADi will seek to resolve workplace concerns promptly, fairly and proportionately.

Informal resolution may be appropriate in some circumstances.

Serious allegations or unresolved concerns will be addressed through formal procedures.

3.9 Respect for legitimate management

Reasonable management decisions, constructive feedback, performance assessment and appropriate professional challenge are essential to an effective organisation.

Such actions do not constitute bullying merely because they are unwelcome, provided they are conducted lawfully, reasonably and respectfully.

4. Legal Protections and Prevention

CADi complies with the Equality Act 2010 and other applicable employment legislation.

The Equality Act 2010 provides protections relating to the following characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

The application of particular statutory protections depends on the relevant legal provisions and circumstances.

CADi prohibits unlawful discrimination, harassment and victimisation.

CADi will make reasonable adjustments for disabled applicants and workers where required by law.

CADi will assess relevant risks of sexual harassment and take the preventative measures required by applicable legislation.

Relevant circumstances may include:

- Working relationships
- Client and partner interactions
- Professional events
- Business travel
- Remote working
- Digital communications
- Conduct involving third parties

Preventative measures will be proportionate to the nature and scale of CADi's operations and the risks identified.

Nothing in this policy limits or replaces any statutory right, protection or obligation.

5. Responsibilities

5.1 Board of Directors

The Board of Directors is responsible for:

- Maintaining this policy.
- Setting appropriate standards of conduct.
- Considering relevant workplace risks.
- Ensuring proportionate preventative arrangements.
- Providing appropriate guidance.
- Addressing concerns fairly.
- Reviewing the policy.
- Ensuring compliance with applicable law.

5.2 Individual responsibilities

Everyone acting for CADi must:

- Follow the standards established in this policy.
- Treat others with dignity and respect.
- Behave professionally.
- Raise concerns responsibly.
- Cooperate with fair investigations.
- Avoid retaliation against individuals raising legitimate concerns.

5.3 Supervisory responsibilities

Anyone responsible for supervising or directing the work of others must respond appropriately to concerns and avoid the misuse of authority.

6. Raising and Resolving Concerns

Anyone who believes they have experienced or witnessed unacceptable conduct may raise a concern with either director.

The directors are:

Stephen Spence

Phil Baker

Where a concern involves one director, it may be raised with the other.

Where necessary to avoid a conflict of interest, CADi will arrange for an appropriate independent external investigator.

6.1 Informal resolution

Where appropriate and freely agreed, concerns may be addressed through informal discussion, clarification, management intervention or facilitated resolution.

Informal resolution will not be required where it would be inappropriate, including where allegations are serious or circumstances make it unsuitable.

6.2 Formal resolution

Serious allegations, sexual harassment and unresolved concerns will be addressed through an appropriate formal process.

CADi will:

1. Receive and consider the concern.
2. Assess whether immediate protective measures are necessary.
3. Identify an impartial person to consider the matter.
4. Gather relevant evidence.
5. Give the individuals involved an appropriate opportunity to respond.
6. Reach a reasoned conclusion.
7. Communicate the outcome appropriately.
8. Consider any necessary corrective or preventative action.

6.3 Confidentiality

Information will be handled confidentially as far as reasonably practicable.

Absolute confidentiality cannot be guaranteed where disclosure is necessary for a fair investigation, safeguarding, legal compliance or appropriate action.

6.4 Outcomes

Appropriate action may include:

- Guidance or support
- Informal resolution
- Changes to working arrangements
- Corrective measures
- Training
- Disciplinary action
- Contractual action
- Termination of an engagement where justified

Action will be proportionate to the findings and circumstances.

6.5 Protection from victimisation

No individual will suffer unlawful victimisation for making or supporting a protected complaint.

An allegation that is not upheld does not automatically constitute misconduct.

Deliberately malicious allegations may be addressed separately where supported by evidence.

Individuals retain their rights to seek independent advice and pursue applicable statutory remedies.

7. Records and Review

CADi will retain only the records reasonably necessary to administer this policy and meet applicable legal obligations.

Records will be subject to appropriate access controls and retention arrangements.

CADi will not collect sensitive personal information merely to produce monitoring statistics.

The Board of Directors will review this policy at least annually and sooner where:

- Relevant legislation changes.
- Material guidance changes.
- A significant workplace incident occurs.
- CADi's operations materially change.
- A review identifies a need for improvement.

The current version will be published on CADi's website and made available to clients and contracting authorities.

8. Approval

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Governing Principle

Dignity is a right. Respect is a responsibility. Fairness is a standard of conduct.