

# EQUALITY, DIVERSITY AND INCLUSION POLICY

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## Table of Revisions

<b>Revision Number</b>	<b>Revision Date</b>	<b>Summary of Changes</b>	<b>Author</b>
1	01/2019	Formatting Changes	Beth Knight
2	01/2022	Updating to reflect changes to a more Diversity and inclusive policy with promotion and monitoring in a proactive way reflecting the current guidance from government.	Debbie Dear

## Policy Statement

PECT is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

The policy's purpose is to:










- provide equality, fairness and respect for all in our employment, whether fixed term, part-time or full-time
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation.
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

## Scope

This policy applies to all employees, workers, agency workers, contractors and job applicants.

## What is discrimination?

Discrimination is unlawful when it takes place on one of the following grounds (the 'protected characteristics'):

-  Age
-  Disability
-  Gender Re-Assignment
-  Marriage And Civil Partnership
-  Pregnancy And Maternity
-  Race
-  Religion Or Belief
-  Sex
-  Sexual Orientation

## Our responsibilities and approach

We aim to avoid discrimination in all aspects of employment and recruitment. We commit to:

Encourage equality, diversity and inclusion in the workplace as good practice

Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

## Recruitment and selection

We aim to ensure that job requirements and job selection criteria are clear and based only what is required to get the job done effectively. We will avoid making stereotypical assumptions based on protected characteristics about who is able to do a particular job.

We aim to ensure that no job applicant is placed at a disadvantage by practices or requirements which disproportionately disadvantage protected groups, and which are not justified by the demands of the job.

For all jobs, we will draw up a clear and accurate job description and person specification to ensure that we remain focussed on what the job involves and the skills, experience and qualifications which are relevant and necessary to do the job. Shortlisting for interview will be done by two employees using a pre-agreed marking system that is applied fairly and consistently to all applicants. If we hold interviews, we will try to ensure that more than one person conducts them to ensure that we avoid unintentional bias.

We will not ask for personal or irrelevant information on application forms or in interviews. We will focus instead on whether someone has the relevant skills, qualities and experience to do the job.

## **Promotion, training and appraisals**

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

Promotion and training decisions will be made on the basis of merit. We will not unlawfully discriminate against any employee in making promotion or training decisions. We believe all employees should have an equal opportunity to progress and develop.

We will advertise promotion and transfer opportunities within the company. We will try to ensure that training and development opportunities are made known to all relevant employees.

Training needs will be identified through regular appraisal discussions.

We have a formal appraisal system which helps us to ensure that employees are being assessed fairly on the basis of job performance and are not being discriminated against. We will conduct appraisals objectively and measure performance in a transparent and objective way, without prejudice or bias.

## **Working conditions and terms of employment**

Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

We will ensure that decisions made under our disciplinary, grievance performance improvement and attendance management policies are carried out fairly and without discrimination.

## **Termination of employment**

We will ensure that we avoid discrimination in making decisions about dismissal or redundancy.

## **Disabled employees**

We will make adjustments to accommodate disabled employees where possible and reasonable.

## **Your rights and responsibilities**

You have the right not to experience unlawful discrimination in our workplace. You also have a responsibility to understand this policy and help us to implement it.

All employees, workers, agency workers and contractors have a duty not to discriminate against each other and not to help anyone else do so.

## **Our relationships with visitors/customers/suppliers**

You must not discriminate against any of our visitors/customers/suppliers. Equally, we expect our visitors/customers/suppliers not to discriminate against you and we will take appropriate action against any visitor/customer/supplier found to have done so.

## **What to do if you have been discriminated against**

If you believe you may have been discriminated against, please tell us. You can speak informally with your manager or HR. If you want to make a more formal complaint, you are encouraged to raise the matter through our Grievance procedure.

Allegations of potential breaches of this policy will be treated seriously. Employees and contractors who make such allegations in good faith will not be victimised or treated less favourably as a result. However, false allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under our disciplinary procedure.

## **What will happen if you act in a discriminatory way?**

If, after investigation, we decide that you have acted in breach of this policy you may be subject to disciplinary action up to and including dismissal. This applies to the most senior levels of management as well as to all other employees.

## **Monitoring**

The organisation will monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.