



**Gardium Ltd**

# **Equality, Diversity & Inclusion Policy**

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## **Introduction**

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

We aim for our organisation to be truly representative of all sections of society and for our clients, and for each officer, to feel respected and able to give their best.

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

## **Scope of Policy**

This policy's purpose is to:

1. Promote equality, fairness and respect for all officers and contractors, whether temporary, permanent, part-time or full-time
2. 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
  - sexual orientation

3. 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
- selection for employment, promotion, training or other developmental opportunities

### **Gardium's Equality, Diversity & Inclusion Commitments**

1. Encourage equality, diversity and inclusion in the workplace as they are good practice, in line with our social values and allow us to lead by example.

2. Create a culture free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of officers and advisors are recognised and valued.

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

All officers 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 officers, customers, suppliers and the public

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow officers, 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 disciplinary procedure, 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.

4. Make opportunities for training, development and career progression available to all officers, who will be coached and encouraged to develop their full potential, so their talents and resources can be fully utilised.

5. Make decisions concerning officers being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. 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.

7. Monitor the make-up of the organisation 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.