**EQUALITY, DIVERSITY AND INCLUSION**

**INTRODUCTION**

[Insert Company Name] is committed to encouraging equality, diversity and inclusion with those who work for or with the business, and eliminating unlawful discrimination.

**SCOPE**

This policy relates to our employees and freelancers and is our commitment to making engagements that are representative of all sections of society so those working with us feel respected and able to give their best. This ethos is intended to extend to the relationship with our clients when taking our services and/or using our facilities, and we are committed against unlawful discrimination of customers or the public.

**POLICY**

The policy’s purpose is to:

* provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time or freelance engagement;
* 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

[Insert Company Name] commits to;

* Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.
* 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.
* Making information available about individuals rights and responsibilities under the equality, diversity and inclusion policy.
* We will 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 our work activities. Such acts will be dealt with as misconduct under our 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 or termination of freelance contracts.
* 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.
* Decisions will be based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
* Review employment and engagement practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

Those that work with us have a responsibility to conduct themselves in a consistent manner that prevents bullying, harassment, victimisation and unlawful discrimination. Anyone 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.

Use of [Insert Company Name] grievance and/or disciplinary procedures does not affect an employee’s right to make a claim to an employment tribunal within three months of the alleged discrimination.