



# **Equality & Diversity Policy**

**Last Reviewed - April 2020**

## **Introduction**

- 1.1.** I-BOS Interiors is committed to promoting and encouraging equality and diversity amongst our workforce and eliminating unlawful discrimination.
- 1.2.** This policy sets out I-BOS Interiors' approach to equality and diversity. I-BOS Interiors is committed to promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work.
- 1.3.** Our aim is to be an inclusive organisation, committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees, and to pro-actively tackling and eliminating discrimination.

## **2. Purpose**

### **2.1.** The policy's purpose is to:

- Provide equality, fairness and respect for all in our employment
- Prevent discrimination relating to the protected characteristics defined in the Equality Act;
  - Age
  - Disability
  - Gender reassignment
  - Marriage and civil partnership
  - Pregnancy and maternity
  - Race (including colour, nationality, and ethnic or national origin)
  - Religion or belief
  - Gender
  - 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

## **3. Scope**

- 3.1.** The rights and obligations set out in this policy apply equally to all employees, whether part time or full time on a substantive or fixed-term contract, and also to associated persons such as secondees, agency staff, contractors and others employed under a contract of service.
- 3.2.** This policy should be read in conjunction with other policies;
  - Disciplinary Policy
  - Grievance Policy
  - Code of Conduct

## **4. Commitments**

- 4.1.** I-BOS Interiors is committed to building a workforce which reflects the diversity of our community and values the contributions from all staff from a wide range of different backgrounds. I-BOS Interiors actively seeks to promote an environment that is free from discrimination and harassment.
- 4.2.** I-BOS Interiors commits to encouraging equality and diversity in the workplace to not only meet the requirements of the Equality Act 2010, but because, as an organisation, fairness and inclusivity are two of its key values
- 4.3.** 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
  - 4.3.1.** This commitment includes training managers and all other employees about their rights and responsibilities under the Equality & Diversity Policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination
  - 4.3.2.** All staff should understand that 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
  - 4.3.3.** I-BOS Interiors take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, the public and any others in the course of the organisation's work activities
  - 4.3.4.** Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice
- 4.4.** Opportunities for training, development and progress will be made 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
- 4.5.** Employment practices and procedures will be reviewed, when necessary, to ensure fairness, and also update them and the policy to take account of changes in the law
- 4.6.** We take seriously the need to consider the equality implications when we develop, adapt and review any policy or procedure and whenever we make significant decisions about the working day of our staff.

4.7. Human resources policies will be applied consistently and fairly to all staff. In addition, employees of I-BOS Interiors have access to a range of policies which are designed to support and encourage flexibility and diversity in the workplace.

## **5. Recruitment & Selection**

5.1. All recruitment will be carried out in accordance with I-BOS Interiors' Recruitment & Selection Policy which is aimed at ensuring the most suitable candidate is appointed fairly to the role

5.2. All advertisements will state the I-BOS Interiors equality and diversity values

5.3. Selection will be based on objective and job-related criteria and the successful candidate will be chosen on his/her own merits and abilities

5.4. Where possible, I-BOS Interiors will capture applicants' diversity demographics as part of its recruitment processes to promote the elimination of unlawful discrimination. This information will be separated from the application form and will be used for monitoring purposes only - it will play no part in the selection process

5.5. Our recruitment and selection practices will comply with all appropriate employment law and legislation and will be amended to reflect any subsequent legislative changes

## **6. Nationality and Immigration**

6.1. In order to comply with the provisions of the Immigration Act, we will take steps to ensure all staff are eligible to work in the United Kingdom. Successful candidates will be asked to produce original and specified document(s) before a confirmed offer of employment is provided

## **7. Conditions of Service**

7.1. I-BOS Interiors' Terms and Conditions of employment will be monitored to ensure that they are consistent with the Equality & Diversity Policy.

## **8. Implementation**

8.1. All employees are expected to cooperate fully with this policy and any member of staff found to have committed any act or acts of discrimination or harassment will be dealt with under the Disciplinary Policy.