

Equality and Diversity Policy


BDR Group are committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give off their best.

To that end the purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of protected characteristics. This includes but is not limited to; gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexuality, religion or age. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Our commitment:

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- Equality in the workplace is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by senior management and has been agreed with employee representatives.
- The policy will be monitored and reviewed annually.
- We will implement the intentions in this policy via an annual action plan.

Signature:		Position:	Managing Director
Name:	Malek Rahimi	Date:	17.01.2024

1. Scope of the Policy

The policy applies to employees, temporary workers and job applicants.

The policy applies to all stages of employment including recruitment and selection, promotion and training.

As an organisation, we value the variety of different views, outlooks and approaches that a diverse workforce bring. This assists us to provide improved services and increase our understanding of our clients.

We will do all we can to ensure no one will receive less favourable treatment or is to be disadvantaged by requirements or conditions, which cannot be shown to be justifiable.

2. Responsibilities

Employees of BDR Group have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with Senior Management Team.

3. Breaches of the Equality and Diversity Policy by employees

Breaches of this policy by employees may be dealt with under the disciplinary procedures.

Employees are also personally liable under equality legislation for any act of unlawful discrimination.

4. Equality and Diversity in Practice

In carrying out the policy, the organisation will carry out the following actions:

Particular attention will be placed on the following:

- Use of selection criteria that does not unlawfully discriminate in recruitment and promotion procedures
- Requiring entry to employment or progression within it to be based on merit
- Not discriminating in opportunities for recruitment, training, promotion or transfer of employees or volunteers
- Ensuring that every individual is assessed according to his or her personal capability to carry out a given job/ role
- Ensure that all employees are given equal treatment with regard to terms and conditions of employment, provided they do the same or broadly similar work, or work of equal value
- Ensure equal opportunities and non-discrimination in the operation of grievance and disciplinary procedures
- Ensure that all relevant requirements of the Equality Act in relation to disability are met and adhered to. This will include making reasonable adjustments to ensure access to employment and opportunities.
- Ensure that any amendments to any legislation relating to discrimination are met and adhered to.

5. Implementation of the policy

All staff will be involved in creating an equality environment and one that values diversity.

COMMUNICATIONS

Communication of the policy to job applicants and employees through:

- Making available a copy of the policy to prospective applicants
- Ensuring all new starters have the opportunity to discuss the policy with line managers/ colleagues
- Making use of team meetings to discuss the policy and defining areas where practice could be improved
- Providing non- discrimination selection training for managers who are recruiting
- Providing Equality and Diversity training and guidance to staff
- Including reference to abiding by the policy in staff terms and conditions
- Incorporating specific responsibilities into job descriptions

WORKING WITH PARTNERS

In selecting our partners, we will consider their commitment to Equality and Diversity by:

- Asking to see their policy
- Asking what they do in practice, including monitoring the policy

USERS OF OUR SERVICE

We will make our services accessible by:

- Considering formats for promotional material
- Appropriate use of language/ formats / fonts/ size
- Considering whether information should be available in alternative formats e.g. easy read/ other languages
- Considering locations where the organisation's services are promoted /advertised
- Considering the diverse make up of our staff in relation to your service users

MONITORING THE POLICY

This policy will be monitored to judge to what extent it is working and identify areas for improvement.

Monitoring methods used will include:

- Capture diversity data against recruitment/ promotion/ training/ leavers.
- Discussed at a standard management meeting.
- Data will be anonymous to comply with Data Protection legislation.

6. Reporting Discrimination/ Potential Discrimination

Employees who feel that they have suffered any form of discrimination should raise the issue through the following means: via their line manager, or through the grievance procedure.

Employees should also use this approach if they feel that they been the subject of harassment from someone who is not an employee of BDR Group. BDR Group will not tolerate any harassment from third parties towards its employees and will take appropriate action to prevent it happening again.

If an employee witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them they should also use this procedure.

7. Review

This policy will be reviewed annually by the Senior Management team to ensure that it remains up to date and reflects the needs and practices of the organisation.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.