

# **Equality, Diversity, and Inclusion Policy**

**10/01/2024**

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<b>Title:</b>	<b>Equality, Diversity and Inclusion Policy</b>
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<b>Applicability:</b>	<b>All organisation</b>

This policy will be reviewed once a year at minimum.

# Equality, Diversity, and Inclusion Policy

## Purpose

Julie Haywood Consulting is committed to fostering an environment where everyone is treated fairly and with respect and where no one is disadvantaged by conditions or factors that prevent them from undertaking their role satisfactorily.

We are a business that aims to ensure delivery of services within a positive culture of support and learning, seeking to enable everyone who works with and for us to perform to their very best abilities and ensuring high standards of operation throughout the business.

This policy outlines our commitment to promoting equality, diversity, and inclusion within our organisation.

## Policy Statement

Julie Haywood Consulting undertakes all business, including selection for employment, promotion, training, or any other benefit on the basis of aptitude, ability and any reasonable adjustments.

We treat all employees, sub-contractors, clients, suppliers, and stakeholders with respect.

- We ensure equal opportunities for all, regardless of race, ethnicity, gender, sexual orientation, age, disability, religion, or any other characteristic protected by law.
- Discrimination, harassment, or victimisation in any form is not tolerated.

- We seek to provide fair and accessible employment practices, training, and development opportunities for all employees.
- We encourage an open and supportive environment where everyone feels comfortable to express themselves and any inappropriate behaviour or bias (conscious or unconscious) is challenged.
- We seek to provide services making sure they are delivered to meet the diverse needs of our clients and their service users.
- We seek to remove any unlawful obstacles to working in our business and where appropriate, measures will be taken to identify and remove unnecessary barriers and to meet the specific needs of people from disadvantaged or underrepresented groups.
- We encourage anyone working with us to raise a grievance or make a complaint if they feel they have been unfairly treated (through our 'Concerns and Complaints' Policy)

## Responsibilities

Julie Haywood Consulting Ltd is a small enterprise that undertakes to provide consultancy support to clients in the health and care sector. Our key activities include:

- Desktop analyses of data, processes, policies and procedures.
- Engagement with stakeholders through various platforms and using various tools (interviews, surveys, focus groups etc.)
- Provision of workshops and meetings.
- Developments of presentations and reports.
- Attendance at meetings, site visits etc.

**Management:** The management team is responsible for implementing and promoting this policy. We will ensure compliance with relevant legislation and regularly review and update this policy to reflect best practices.

**Employees:** All employees are responsible for adhering to this policy, treating others with respect, and reporting any incidents of discrimination, harassment, or inequality.

**Sub-Contractors/Associates:** All Sub-Contractors and Associates working with Julie Haywood Consulting Ltd have responsibility to ensure compliance to all operating standards and legal requirements through:

- A) Awareness and knowledge of all policies relevant to Julie Haywood Consulting Ltd.
- B) Implementation of and adherence to their own business policies and procedures.

## Recruitment and Selection

We are a small business with a small workforce, but we aim to support diversity in the workplace by:

- Adhering to fair and transparent recruitment processes.
- Ensuring job descriptions and criteria are free from bias and relevant to the role.
- Providing reasonable accommodations during the recruitment process for candidates with specific needs.

## Training and Development

We access training for our employees to:

- Raise awareness of equality, diversity, and inclusion.
- Enhance understanding and sensitivity to diverse perspectives and cultures.
- Promote inclusive practices in the workplace.

## Promotion of Equality, Diversity, and Inclusion

We support a culture that:

- Promotes equality, diversity, and inclusion through our business functions.
- Encourages feedback and suggestions to continuously improve our practices.

## Protected Characteristics

### Age

We will:

- Ensure that people of all ages are treated with respect and dignity.

- Ensure that people of all ages are given equal access to our employment and training, development, and promotion opportunities.
- Challenge discriminatory assumptions about age.

## Disability

We will:

- Provide any reasonable adjustments, challenge ableism and ensure people with disabilities have access to employment opportunities. If we feel that a particular adjustment would not be reasonable, we will discuss this the individual and try to find an alternative solution where possible.
- We will seek to improve access to information by ensuring availability of loop systems, braille facilities, alternative formatting, and sign language interpretation where needed.
- If an employee is disabled or becomes disabled, we will encourage discussion so that we can support as appropriate.
- We will keep the physical features of our premises under review to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to arrange alternatives.

## Race

We will:

- Challenge racism wherever it occurs.
- Respond swiftly and sensitively to racist incidents and actively promote race equality and inclusion in the Company.
- Take positive action to redress the negative effects of discrimination against everyone.
- Offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same.

## Gender

We will:

- Challenge discriminatory assumptions about gender.

- Take positive action to redress the negative effects of discrimination against everyone.
- Offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same.
- Provide support to prevent discrimination against transgender people who have or who are about to undergo gender reassignment.

## Sexual Orientation

We will:

- Ensure that we take account of the needs of anyone from the LGBTQ+ community working with or for our business.
- Promote positive images of the LGBTQ+ communities.
- Challenge discriminatory assumptions about the LGBTQ+ communities.
- Take positive action to redress the negative effects of discrimination against everyone.
- Offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same.

## Religion or Belief

We will:

- Ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible and
- Respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others or the legitimate and lawful requirements of our business.

## Pregnancy or Maternity

We will:

- Ensure that people are treated with respect and dignity during pregnancy or maternity leave.
- Challenge discriminatory assumptions about pregnancy or maternity and ensure that no individual is disadvantaged during pregnancy or maternity leave.

- Take account of the needs of our employees' during pregnancy or maternity leave.

## Marriage or Civil Partnership

We will:

- Ensure that people are treated with respect and dignity regardless of marriage or civil partnership status.
- Challenge discriminatory assumptions about the marriage or civil partnership of our employees and ensure that no individual is disadvantaged as a result of their marriage or civil partnership status.

## Part-Time and Fixed-Term Working

- Part-time and fixed-term staff should be treated the same as comparable full time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate) unless different treatment is justified.

## Equal Pay

We will ensure that all employees have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

## Handling Complaints and Grievances

We take all complaints and grievances regarding equality, diversity, and inclusion seriously. We will investigate all reported incidents promptly and take appropriate action in line with our 'Concerns and Complaints' Policy.

## Review and Monitoring

We will regularly review our policies and practices to ensure they align with current legislation and best practices. This policy will be monitored, reviewed annually, and updated as necessary.

## Conclusion

Julie Haywood Consulting is committed to creating a fair, inclusive, and diverse working environment. This policy reflects our dedication to promoting equality, diversity, and inclusion throughout the organization.

**Julie Haywood**

**Director**

**10/01/2024**