



Equality, Diversity & Fair Work Policy

Introduction

The Godfrey Group is committed to equality of opportunity and to providing products and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no job applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees are covered by this policy and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion.

We actively review and seek to continuously improve the observable working conditions of individuals who work for us to ensure they feel fairly rewarded, heard and represented, secure and able to progress in a healthy, inclusive working environment where their rights are respected.

The Directors have responsibility for implementing and monitoring the Equality, diversity & fair work policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and fair work.

All employees, workers or self-employed contractors 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 Company.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Company as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Company.

We seek to go further than simple compliance, by promoting a fair work culture.

The Company is committed to:

- creating an environment in which individual differences and the contributions of our staff are recognised and valued
- entitling every individual to a working environment that promotes dignity and respect to all
- no form of intimidation, bullying or harassment will be tolerated
- providing training, development and progression opportunities to all staff
- understanding equality in the workplace is good management practice and makes sound business sense
- reviewing wages and benefits to ensure individuals receive a fair reward for their work
- having arrangements in place to ensure individual and collective voices are heard
- offering security of working hours and job flexibility
- having effective processes to tackle workplace bullying, harassment and discrimination
- abiding by statutory regulations and ensuring individuals have access to information about their rights

Our commitment as a provider of products & services:

- providing products & services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class
- making sure our products & services are offered equally and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients
- selecting those for employment, promotion, training, or any other benefit purely on the basis of aptitude and ability
- monitoring and reviewing this policy annually
- having clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated
- treating breaches of our equality, diversity and fair work policy as misconduct which could lead to disciplinary proceedings
- encouraging all staff to come forward with any issues they need Company assistance and understanding with, no matter their background, identity or circumstances, such as if they are victims of domestic abuse or have caring commitments
- sharing our Equality, diversity and fair work approach with our supply chain

Equal Opportunity Statements

Age

We will:

- ensure that people of all ages are treated with respect and dignity
- ensure that people of working age are given equal access to our employment, training, development and promotion opportunities and
- challenge discriminatory assumptions about younger and older people.

Disability

We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities

- challenge discriminatory assumptions about disabled people and
- seek to continue to improve access to information by ensuring availability of loop systems, braille facilities, alternative formatting and sign language interpretation.

Race

We will:

- challenge racism wherever it occurs
- respond swiftly and sensitively to racists incidents and
- actively promote race equality in the Company.

Sex

We will:

- challenge discriminatory assumptions about women and men
- take positive action to redress the negative effects of discrimination against women and men
- offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same.

Gender reassignment

We will:

- provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment
- prohibit and respond to all instances of discrimination, both from colleagues and externally.

Sexual orientation

We will:

- ensure that people of all sexual orientation are treated with respect and dignity

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.

Pregnancy or maternity

We will:

- ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity
- challenge discriminatory assumptions about the pregnancy or maternity of our employees and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

Marriage or civil partnership

We will:

- ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership;

- challenge discriminatory assumptions about the marriage or civil partnership of our employees and
- ensure that no individual is disadvantaged and that we take account the needs of our employees' marriage or civil partnership.

Recruitment and Selection

The Company aims to ensure that no job applicant suffers discrimination because of any of the Protected Characteristics.

Job advertisements should avoid stereotyping or using wording that may discourage groups with a particular Protected Characteristic from applying.

The Company takes steps to ensure that vacancies are advertised in a diverse labour market.

Applicants should not be asked about health or disability before a job offer is made. Where necessary, job offers can be made conditional on a satisfactory medical check. There are limited exceptions which should only be used with a Director's approval. For example:

- Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
- Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
- Positive action to recruit disabled persons.
- Equal opportunities monitoring (which will not form part of the decision-making process).

Applicants should not be asked about past or current pregnancy or future intentions related to pregnancy. Applicants should not be asked about matters concerning a Protected Characteristic without the approval of a Director (who should first consider whether such matters are relevant and may lawfully be taken into account).

The Company is required by law to ensure that our employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation.

Ex-offenders

We will prevent discrimination against our employees regardless of their offending background (except where there is a known risk to children or vulnerable adults).

Equal pay

We will ensure that all employees, male or female, 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.

Part-time work

The Company monitors the conditions of service of part-time employees and their progression to ensure that they are being offered appropriate access to benefits and training and promotion opportunities.

Termination of employment

The Company will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

The Company will also ensure that Disciplinary Procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal, or other disciplinary action.

Unconscious bias

The Company recognises the dangers of unconscious bias arising at work, which is where an opinion is formed on an individual by a manager or colleague without them necessarily being aware they have formed it.

There are many different forms of unconscious bias, ranging from an affinity towards those of a similar background to placing too much significance on what has been identified as a negative trait.

The organisation will work against forms of unconscious bias in all decisions taken for employment, including recruitment, promotion and training opportunities, with a focus on promoting diversity and inclusion.

Microaggression – what is this and how does this apply?

Microaggression is a form of what we have traditionally heard described as ‘just a bit of banter’. Microaggressions are a type of biased behaviour that can contribute to someone feeling that they don’t belong in the team.

Essentially, they are brief and common verbal, behavioural and environmental indignities – whether intentional, unintentional or even well-intentioned which communicate hostile, derogatory, or negative slights and insults to the receiver of the comments.

Examples include:

- Asking a person of ethnic minority where they originally come from; or commenting that their name is really hard to pronounce;
- Asking a black colleague about their natural hair;
- Commenting to a transgender person “you don’t look transgender”;
- Commenting to someone who is gay that you have a gay friend too and perhaps you could introduce them;
- Saying “my boss is crazy, or hysterical” – in particular hysteria has traditionally had its roots in views about women but also relating to our ever developing knowledge of mental health these terms may not be appropriate;
- Saying to a disabled person that how they have overcome their disability is inspiring;
- Asking an older person if they even know what Snapchat is;

Breaches of this policy

If you believe that you may have been discriminated against you are encouraged to raise the matter through the Grievance Procedure. If you believe that you may have been subject to harassment you are encouraged to raise the matter through the Anti-harassment and Bullying Policy. If you are uncertain which applies or need advice on how to proceed you should speak to a Director.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Staff who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under the Disciplinary Procedure.

Any member of staff who is found to have committed an act of discrimination or harassment may be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. The Company takes a strict approach to serious breaches of this policy.

If you have any questions about any aspect of this Policy, or wish to raise concerns about any behaviours towards you under this Policy, please contact your line manager in the first instance, or a Director if the behaviour relates to your line manager or a more senior manager.

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