

Wonderfully MADE

Equality, diversity, and
inclusion
Policy

Equality, diversity, and inclusion policy

Wonderfully MADE is committed to encouraging equality, diversity, and inclusion among our workforce and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers and for each employee to feel respected and able to give their best.

The organisation - providing goods, services, and facilities - is also committed against unlawful discrimination of customers or the public.

Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, parttime or full-time
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

Age

disability

gender reassignment

marriage or civil partnership

pregnancy and maternity

race (including colour, nationality, and ethnic or national origin)

religion or belief

sexual orientation

3. 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

selection for employment, promotion, training or other developmental opportunities

Our commitments

Wonderfully MADE commits to the following:

1. Encourage equality, diversity and inclusion in the workplace as they are good practices and make business sense

2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand that they and their employer can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination against fellow employees, customers, suppliers and the public.

3. Take complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and others during the organisation's work activities seriously.

Such acts will be dealt with as misconduct under the organisation's grievance and disciplinary procedures, and appropriate action will be taken. Severe complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both employment rights and criminal matters, such as 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.

4. Make opportunities for training, development and progress 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 organisation's efficiency.

5. Make decisions concerning staff based on merit (apart from any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.

7. Monitor the workforce's makeup regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality,

diversity and inclusion and meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by senior management. Once employees are recruited, they will be informed of their rights to join a trade union, and an employee representative can be appointed.

Our disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures can be found in the staff handbook. This includes with whom an employee should raise a grievance — usually their line manager.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to claim an employment tribunal within three months of the alleged discrimination.

Date approved or amended	Amendments	Signed
May 25		<i>S.A.Murray-Sakumai</i>
May 27		