

Equality, Diversity, and Inclusion Policy

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

The aim is for our workforce, and workplace culture, to reflect the best of all sections of society and the values of our customers, and for each employee to feel respected and able to give their best.

This policy reflects our dedication to creating an environment where everyone, regardless of background or identity, is treated with respect and has equal opportunities for personal and professional growth.

Purpose

This policy's purpose is to:

1. Provide equality, fairness, and respect for all in our employment, whether temporary, part-time, or full-time.
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - 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

Britest Ltd commits to:

1. Encourage equality, diversity, and inclusion in the workplace as they are good practice and make business sense.
2. Acknowledge that staff have responsibilities and commitments outside of work. Britest will recognise these responsibilities and commitments, so far as is reasonably practicable in the context of Britest's operational requirements, to better enable staff to balance their work and home lives.
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.

This commitment includes training managers and all other 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, 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. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Allegations of such acts will be dealt with under the organisation's grievance procedures. Such acts on the part of employees will be dealt with as misconduct under the organisation's disciplinary procedures and, with the facts established, appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter (where this amounts to allegations of sexual assault for instance). 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.

Britest Ltd has a zero-tolerance policy for any form of harassment or bullying. Employees are encouraged to report such incidents, and prompt action will be taken to address and rectify the situation.

5. 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 efficiency of the organisation.

6. Make decisions concerning staff being based on merit (apart from any necessary and limited exemptions and exceptions allowed under the Equality Act).
7. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
8. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in 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.

Our disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures are supplied to all employees. 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 make a claim to an employment tribunal within three months of the alleged discrimination.

Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by senior management and has been agreed with employee representatives. Britest Ltd believes that a diverse and inclusive workplace is fundamental to our success. By embracing equality and diversity, we aim to create an environment where all employees feel valued, respected, and empowered to contribute their best.

SIGNED:



Emma Maun, Operations Director

DATE: 22nd January 2024

DATE OF LAST REVIEW: 22nd January 2024