



Equality, Inclusion & Diversity Policy

1. Scope

1.1. This policy applies to all employees of Impress.

2. Purpose

2.1. The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time;
- 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 (gender) and sexual orientation;
- 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, and selection for employment, promotion, training or other developmental opportunities.

3. Impress Commitment

3.1. We are committed to the principle of equal opportunity in employment. We will provide equality, fairness and respect for all in our employment and will strive to ensure that the different experiences, abilities and skills of each individual are valued by others.

3.2. The terms equality, inclusion and diversity are at the heart of this policy:

- **Equality** means ensuring everyone has the same opportunities to fulfil their potential free from discrimination;
- **Inclusion** means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution;
- **Diversity** means the celebration of individual differences amongst the workforce.

3.3. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

3.4. The organisation commits to:

- encourage equality and diversity in the workplace and ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities;
- 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;
- decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act);
- 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;
- monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy. Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues

4. Management Responsibility

4.1. Management will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant, employee, or worker receiving less favourable treatment because of a protected characteristic within the Equality Act 2010, which are race (including colour, nationality, ethnic or national origin and caste), religion or belief, disability, sex, sexual orientation, pregnancy or maternity, gender reassignment, marriage/civil partnership and age. In accordance with our overarching equal treatment ethos, we will also ensure that no one is treated less favourably on account of their trade union membership or non-membership, or on the basis of being a part-time worker or fixed term employee. The Company's objective is to ensure that individuals are selected, promoted, and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

4.2. We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

4.3. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.

4.4. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

4.5. This Equality & Diversity Policy is fully supported by senior management. They have primary responsibility for successfully meeting these objectives by:

- not discriminating in the course of engagement against employees, workers or job applicants;

- not inducing or attempting to induce others to practise unlawful discrimination;
- bringing to the attention of the workforce that they may be subject to action under the disciplinary procedure, or other appropriate action, for unlawful discrimination of any kind.

5. Employee Responsibility

5.1. You can contribute by:

- not discriminating against fellow employees, workers, customers, clients, suppliers or members of the public with whom you come into contact during the course of your duties;
- not inducing or attempting to induce others to practise unlawful discrimination;
- reporting any discriminatory action to your Line Manager.
- familiarising yourself with the organisation's grievance and disciplinary policies and procedures which can be found in the staff intranet.

We are committed to reviewing our policy and good practice annually.

Approved by: The Board of Impress

Date: 12 December 2023

Review Date: 12 December 2025