

Diversity Policy

Overview

Who the policy affects

The policy applies to all members or representatives of Dewi Development Ltd.

Purpose

Dewi Development Ltd is committed to employing, supporting and working with people from a diverse background. This policy defines Dewi Development Ltd commitment to equality and diversity, encouraging an inclusive organisation at all levels of employment.

This policy supports staff and customers understand how they can actively create a diverse environment within the requirements of the law, providing opportunities for all. The policy indicates how an equal environment can be encouraged through appropriate adjustments, fair opportunities based on people's abilities and how people can be positively encouraged within the organisation.

Dewi Development Ltd will not tolerate discrimination from its staff, the people it supports or the customers it works with. Dewi Development Ltd will look to support people understand how they could be discriminating and provide the opportunity to develop, but it will end contracts with customers or staff where there is extreme or continuous discrimination.

Scope

The policy includes all people representing the organisation from director to employee, temporary staff, sessional staff, agency staff, contractors and volunteers. All employees are included whether full time, part time, office based or home working.

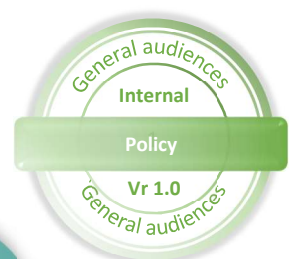
The policy includes Dewi Development Ltd focus on its employs, the people it represents and the people it works with.

The policy does not form part of the terms and conditions of employment with Dewi Development Ltd.

Effective Date

This policy applies from 26 May 2019.

The company holds the right to update the policy at any time.



Policy

1. Objectives

1.1. Dewi Development Ltd aims to:

- 1.1.1. Create a positive environment for all to work.
- 1.1.2. Create a positive company that other customers wish to engage.
- 1.1.3. Create a positive environment in which candidates can learn.
- 1.1.4. Promote diversity and equality outside of the organisation.
- 1.1.5. Create an environment in which people develop based on ability.
- 1.1.6. Encourage people to adapt and make appropriate adjustments to their needs, to support them in achieving their abilities
- 1.1.7. Tackle evidence of discrimination by helping people reflect on their actions and providing the opportunity to change their opinions or actions.
- 1.1.8. Tackle repeated evidence of discrimination by removing from the organisation.

2. Equality

2.1. Dewi Development Ltd recognises that:

- 2.1.1. Equality is not treating everyone the same.
- 2.1.2. Equality is giving everyone equal opportunity by adapting to their needs.
- 2.1.3. Equality is adapting to individual needs, allowing each person or group to achieve their potential.

3. Protected characteristics

3.1. Dewi Development Ltd recognises that we are all unique due to many reasons, including coming from different countries, different up bringing's, different beliefs and different human make ups.

3.2. Everyone's uniqueness makes for diverse workforces, learning environments and customer interactions. Dewi Development Ltd will aim to cater for everyone, with specific consideration of the specific considerations outline in the law. These are:

- 3.2.1. Age
- 3.2.2. Disability
- 3.2.3. Gender reassignment
- 3.2.4. Marriage and Civil Partnership
- 3.2.5. Pregnancy and Maternity
- 3.2.6. Race
- 3.2.7. Religion or belief
- 3.2.8. Sex
- 3.2.9. Sexual Orientation

4. Discrimination

4.1. Dewi Development Ltd will address signs of harassment. The law defines discrimination with the following definitions.

- 4.1.1. Direct discrimination occurs when an individual is treated less favourably due to special characteristic they have or are thought to have.

- 4.1.2. Discrimination by association occurs when an individual is treated less favourably as they are associated with someone who has a special characteristic, for example a parent at home with dementia.
- 4.1.3. Perception discrimination occurs when individuals think that someone has a protected characteristic, for example thinking someone appears gay and not sending them to represent the company at a conference, as is perceived this would not promote the company well.
- 4.1.4. Indirect discrimination occurs when a rule is set for the whole company, but the impact disadvantages an individual with a special characteristic.
- 4.1.5. Harassment is 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'.
- 4.1.6. Harassment by others occurs when an individual is harassed by someone who is not your employee and action is not taken to prevent this harassment occurring again.
- 4.1.7. Victimisation occurs when an individual is treated unfairly when they have or are thought to have raised a grievance under the Equalities Act, which was not deemed to be maliciously raised.

5. Training

- 5.1. Employees will have the opportunity to undertake formal or informal training on diversity and equality.
- 5.2. The trainings aim will support the:
 - 5.2.1. Understanding of the law
 - 5.2.2. Understanding of how we can discriminate
 - 5.2.3. Understanding of different peoples' needs
 - 5.2.4. Understanding how we can respond to those needs
 - 5.2.5. Understanding of how we can support one another and adapt to changing society

6. Recruitment/Promotion

- 6.1. Candidates will be assessed on their ability to carry out their tasks for the job role.
- 6.2. As appropriate this will include:
 - 6.2.1. Interview
 - 6.2.2. Activity assessment
 - 6.2.3. Working groups for their application within group dynamics
- 6.3. Candidates will be asked if they have additional needs to support the interview and reasonable adjustments will be catered for.
- 6.4. Candidates will be asked at the end of the assessment if they have any additional needs to support undertaking the role they are applying for, but this will not be assessed as part of the interview.
- 6.5. During recruitment, where there are multiple candidates all showing ability to the job role, candidates maybe selected on the diversity they bring to the team.

7. Work life balance

- 7.1. Dewi Development Ltd promotes 'working to live' and encourages all staff to enjoy activities of their choosing outside of work.
- 7.2. Dewi Development Ltd will work with its staff to maintain a good work life balance and where business activity allows, where work is progressing and where it is reasonably practical, will implement benefits for staff, that may include:
 - 7.2.1. Part time working
 - 7.2.2. Job shares
 - 7.2.3. Flexible working
 - 7.2.4. Working from home
 - 7.2.5. Emergency leave or flexible working
- 7.3. Employees will be encouraged to work with customers to arrange meetings that meet a work life balance for its staff and the customer it works with.
- 7.4. Employees will not always be able to be flexible with their working hours, where there is business need or a customer can not meet the flexible working of the organisation. For example, delivery of training courses.
- 7.5. Employees will be encouraged to highlight technologies to management that support a work life balance and will be considered based on:
 - 7.5.1. Costs to the business
 - 7.5.2. Security to the business
 - 7.5.3. Benefits to staff
 - 7.5.4. Benefits to the customer
- 7.6. Employees will receive follow up by management, if repeatedly carrying out work outside of their working hours, including e-mails and business calls.

8. Customers

- 8.1. Customers have a responsibility to inform Dewi Development Ltd if they have a particular individual need.
- 8.2. Dewi Development Ltd will work with its customers to meet their diverse needs and where reasonably practical:
 - 8.2.1. Be flexible around meeting and training times.
 - 8.2.2. Adapt meetings and facilitated sessions to the needs of the individuals attending.
 - 8.2.3. Provide materials in different formats.
 - 8.2.4. Support them in reaching particular audiences.
- 8.3. Dewi Development Ltd will adapt its training to cater for different learning, physical needs and beliefs, where:
 - 8.3.1. Sufficient notice is provided.
 - 8.3.2. It is reasonably practical.
 - 8.3.3. It is in keeping with criteria of the training requirements.
- 8.4. Staff will aim to adapt to training needs on the day where sufficient notice has not been provided, as long as it does not impact on the wider delivery for other candidates.
- 8.5. Dewi Development Ltd will adapt and provide additional support during assessments for candidates where:
 - 8.5.1. It is in keeping with the assessment criteria.

- 8.5.2. Sufficient notice is provided.
- 8.5.3. The request is reasonably practical.

9. Positive promotion

- 9.1. During recruitment, positive promotion may be used where it has been identified there is gap in the diversity of the workforce and an improvement in the diversity would benefit the team and the offer to the customer.
- 9.2. During promotion of work activities, positive promotion maybe utilised to reach a particular target audience where it is identified that this audience would benefit from the particular product being advertised.

10. Responsibility

- 10.1. All staff have a responsibility to inform management of their individual needs.
- 10.2. All staff have a responsibility to develop their knowledge of equality and diversity and how they can best support an individual or group.
- 10.3. All staff have a responsibility to promote equality and diversity.
- 10.4. All staff have responsibility to challenge diversity, equality and harassment they witness from staff, teams or customers.
- 10.5. All managers have a responsibility to make reasonable adjustments for their staff and to tackle harassment.

11. Complaints

- 11.1. Complaints by employees should be raised to the Company Director.
- 11.2. Complaints by customers should be raised to the Company Director.
- 11.3. Complaints will be reviewed by the Company Director and discussed with the individuals involve, with the aim to:
 - 11.3.1. Resolve the diversity issues.
 - 11.3.2. Promote understanding.
 - 11.3.3. Improve dynamics between individuals
- 11.4. Complaints will lead to dismissal of staff or termination of contracts where a complaint is:
 - 11.4.1. Not resolved with understanding between individuals.
 - 11.4.2. Repeated.
 - 11.4.3. Individual or multiple occurrences which seriously breach the law.

12. Review

- 12.1. The policy will be reviewed:
 - 12.1.1. On a yearly basis.
 - 12.1.2. Due to changes in the law.
 - 12.1.3. Following a concern with the policy highlighted during an incident.

Compliance

Failure to show equality and diversity to individuals and to breach this policy may lead to disciplinary action or where actions have breached legislation, possible dismissal within the laws of the employing country.

Related Legislation

- ➔ Equality Act
- ➔ Race Relations Act
- ➔ Sex Discrimination Act
- ➔ Disability Discrimination Act
- ➔ Human Rights Act

Definitions

Term	Definition
Discrimination	treating a person or particular group of people differently, especially in a worse way from the way in which you treat other people, because of their skin colour, sex, sexuality, etc.
Equality	the right of different groups of people to have a similar social position and receive the same treatment

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