



## Policy Data Sheet

<b>Policy Name:</b>	Equity, Diversity and Inclusion Policy
<b>Document Reference:</b>	BC002
<b>Version Number:</b>	1
<b>Ratified By:</b>	Director
<b>Exec Team Ratified Date:</b>	December 2022
<b>Review Period:</b>	3 years
<b>Review Date:</b>	December 2025

## Contents

1. Aim
2. Scope
3. Roles and Responsibilities
4. Recruitment
5. Staff Terms and Conditions
6. Staff Training
7. Harassment
8. Service Delivery
9. Environment
10. Communication
11. Monitoring and Continuous Improvement
12. Associated Policies
13. Appendices

**ADVICE: Before using this document you should ensure that you have the most up-to-date version.**



## 1. Aim

Beetroot Consulting recognises that providing Equity of opportunity, valuing diversity and promoting a culture of inclusion are vital to our success, and by investing in a diverse staff team this enables us to deliver better services and create more opportunities for the communities we work within.

The Equity, Diversity and Inclusion policy set's out Beetroot Consulting's approach to creating a safe environment free from unlawful discrimination, harassment, victimisation and bullying, ensuring it is a place where everyone is valued and has an equal chance to succeed.

The policy's purpose is to provide Equity, fairness and respect for all and to ensure that no-one is unlawfully discriminated against in line with the 9 protected characteristics as detailed in the Equality Act 2010:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief
- Sex
- Sexual orientation

We aim to be a place that employees, service providers and customers enjoy working with and are proud to contribute to. Beetroot Consulting is committed to promoting Equity of opportunity in recruitment, selection, training and career progression for all staff and recognises the importance of maintaining an inclusive and diverse workforce.

## 2. Scope

This policy covers all areas of Beetroot Consulting's work including: recruitment, service delivery, volunteering, work placements,

**ADVICE: Before using this document you should ensure that you have the most up-to-date version.**



employees, staff terms and conditions, training, HR policies and procedures. Where it is found that employees have contravened the responsibilities as set out in the Equity policy, appropriate action may be taken.

### 3. Roles and Responsibilities

All parties are required to work within this Equity, Diversity and Inclusion Policy. Specific responsibilities are below:

#### Management Responsibilities –

- To create and promote an inclusive and collaborative working environment
- To attend and complete relevant training to broaden awareness of and promote Equity, Diversity and Inclusion issues.
- To ensure all employees have an understanding of this policy and have completed training on Equity, Diversity and Inclusion
- To ensure that services are designed and delivered to cater for the diverse needs of the communities in which we work
- To ensure fair and objective application of all employment and recruitment practices, so that selection is based on individual merit and that the staff recruited reflect the communities in which we work. They should ensure diversity monitoring procedures are in place and operated within their service and staff team.

#### Employee's Responsibilities:

- To understand and apply the principles set out in this policy at all times when working for Beetroot Consulting.
- To treat all colleagues, service users and customers to the group with dignity and respect
- To attend and complete relevant training to broaden awareness of and promote Equity, Diversity and Inclusion issues.
- To take appropriate action if there are breaches of this policy by reporting incidents to either management
- Directors– will ensure that the group's strategic direction responds to the diverse needs of the customers we work for and that any operational plans take account of their impact on Equity and Diversity.

### 4. Recruitment

This policy should be read in conjunction with HR Policies. Beetroot Consulting aims to ensure that we positively encourage applications from groups in the community who are traditionally discriminated against. We will add this statement to all job adverts:

**ADVICE: Before using this document you should ensure that you have the most up-to-date version.**



'Beetroot Consulting positively promotes diversity in the workforce'

We recognise the barriers to employment facing many people. We will therefore offer a range of opportunities for people to volunteer or gain work experience. We will enable volunteers and work placements to gain employment through offering internal recruitment opportunities whenever possible.

Where posts are advertised externally, consideration is given to the most appropriate outlets to ensure that a wide range of potentially suitable applicants have the opportunity to apply.

Selection methods, including interviews, are conducted in accordance with the HR Policy and are designed to ensure that discrimination forms no part of recruitment processes. We will assess every person in their own right and will not automatically disbar anyone from employment due to a previous criminal conviction.

## **5. Staff Terms and Conditions**

We will offer flexible and supportive work arrangements to enable people to maximise their contribution at work. We will ensure that our policies and procedures take account of the diversity of our workforce.

We will review all policies regularly to ensure that our working policies reflect best practice and meet legislative requirements.

## **6. Staff Training**

Beetroot Consulting will encourage staff to take on training in Equity and diversity, to help staff understand their responsibilities and help create a working environment free of bullying and harassment.

## **7. Harassment**

Where an employee considers that they have been unlawfully discriminated against or the complaint involves bullying or harassment, they may use Beetroot Consulting's Grievance Framework.

Beetroot Consulting will take any complaint seriously and will seek to resolve any grievance that is received.

A person harasses another if they engage in unwanted conduct which devalues or intimidates others on basis of their difference. It is important

**ADVICE: Before using this document you should ensure that you have the most up-to-date version.**



to remember that it is not the intention of the harasser but how the recipient perceives their behaviour, which determines whether harassment has occurred. Beetroot Consulting will not tolerate harassment from any person, including staff, volunteers, and third parties including clients, customers, contractors, partner organisations and suppliers. Any staff member who is found to be harassing another person on these grounds will face disciplinary action.

We will support staff to feel confident to challenge discrimination in all its forms. We will ensure that our workplaces prominently display our commitment to diversity and that discriminatory behaviour of any nature is not permitted.

## **8. Disciplinary**

Beetroot Consulting takes a serious view of any discrimination and breaches of this policy are deemed as misconduct. Any such actions will be investigated as possible disciplinary offences and dealt with in accordance with the HR Policy.

## **9. Service Delivery**

Beetroot Consulting gives priority to working with people who have the least access to traditional services and work opportunities. This means people whose participation in society is limited by economic or social disadvantage, or who have suffered discrimination.

When planning services and allocating resources, we will take account of the diverse needs of the people we are working with. We will carry out Equity Impact Assessments, to ensure all needs are catered for wherever possible. This will mean considering child care needs, timings of services for people who work or have children at school, providing for worship times of different faiths, providing information in different formats and languages. We will develop tailored and unique services to meet specific needs where this is identified as a priority.

## **10. Environment**

We utilise buildings that are accessible to people with physical disabilities, including ramped access, lifts, clear signage and induction loops. We will

**ADVICE: Before using this document you should ensure that you have the most up-to-date version.**



provide adaptations wherever possible to meet the specific needs of staff, clients or customers.

## **11. Communications**

Beetroot Consulting will work to ensure that marketing materials, signage, and social media are relevant and accessible to the people we work with. Where possible we will ensure translations, interpreters, large print, and audio/visual materials are made available.

## **12. Monitoring and Continuous Improvement**

Beetroot Consulting will monitor service user and volunteer demographics, the recruitment process, HR interventions, training opportunities and promotion to ensure that we do not discriminate intentionally or unintentionally against any one group and that we offer opportunities fairly.

Beetroot Consulting will monitor the diversity of service users to ensure that we are reaching all the targeted communities we work with.

Annually we will review all diversity monitoring information and implement plans for improving our services, recruitment, training, environments, communication and resources to continue to strive to meet the needs of the communities in which we work. The Director will ensure that these plans are incorporated into targets and business plans.

**ADVICE: Before using this document you should ensure that you have the most up-to-date version.**