

Equity, Diversity, and Inclusion Policy

Contents

1. Scope
2. Purpose
3. Policy
4. Behavioral Expectations
5. Raising concerns and managing complaints
6. Our commitments to you
 - Recruitment
 - Employment
 - Reasonable adjustments
 - Training and professional development
7. Monitoring
8. Review

Scope

This policy sets out E-Resourcing's commitment to diversity, equity, and inclusion in the workplace and in the services that we provide. This means the services we provide internally, to our colleagues as well as to our external customers. It applies to all colleagues and outlines our expectations of our suppliers and contractors.

Purpose

E-Resourcing is committed to ensuring that all colleagues feel included in our workplace. That means people of all ages, abilities or disabilities, sex or gender, race or ethnicities, religion or belief, cultures, sexual orientation, and family status. It takes all of us to ensure that diversity or difference is not a barrier to success or incurs less favorable treatment. So, it's important that all of us are clear on the expected standards of behavior in line with our values and with equality legislation and what to do if we witness an exclusion or discrimination.

Policy

- E-Resourcing seeks to promote an inclusive, supportive, and respectful environment which appreciates and values the experiences, perspectives, and skills that we all bring.
- E-Resourcing aims to exceed our duties under current legislation and ensure that all colleagues are treated fairly and encouraged to reach their full potential regardless of gender, marital or civil partnership status, parental status, disability, age, race (which includes colour, nationality and ethnic origin), religion or belief, gender re-assignment, sexual orientation, and socio-economic background.
- E-Resourcing develops and maintain an environment in which differing ideas, abilities, backgrounds, and needs are fostered and where everyone can participate and contribute fully.
- We seek to work with our people (employees and volunteers), service and partners to reasonably prevent and appropriately respond to any form of harassment or victimisation, to eliminate unlawful discrimination and to promote good working relations between people of different diversity groups.
- E-Resourcing are committed to a culture and working practices that recognise and value diversity and inclusion and are free from discrimination. Working practices include recruitment and selection, induction and learning, development and promotion,

performance management, disciplinary and grievance procedures, working patterns, ending employment and service provision.

- We aim to ensure all colleagues understand the principles of equity, diversity and inclusion and apply them to their working life; and
- We understand the harmful effects of discrimination, bullying, victimisation, and harassment can have and any infringement of this policy will be fully investigated, and appropriate action taken.

Behavioral expectations

We all have a responsibility not to behave in a way that offends, discriminates, bullies, harasses, or victimises others. We should all speak up if we learn of such instances. This includes verbal, online and written behaviour. If any of us behaves in a way that does not comply with this policy, it could lead to disciplinary action. In serious cases, discriminatory behaviour may be treated as gross misconduct and may result in employment or contracts being terminated.

Every colleague is responsible for and is empowered to:

- supporting and implementing the aims of this policy.
- ensuring that their behaviour and actions do not amount to discrimination, harassment, bullying or victimisation in any way; and
- challenging any behaviour that falls short of the expectations in this policy.

In addition to the responsibilities included above, the Directors are responsible for:

- Ensuring that equity, diversity, and inclusion is an integral part of all E-Resourcing's activities.
- Providing leadership on equity, diversity and inclusion and acting as role models.

Everybody is responsible for:

- fostering a culture in which compliance with this policy is regarded as integral to the work of the team and in which equity, diversity and inclusion is actively promoted.
- ensuring their team are aware of their responsibilities in this area and flagging any possible development needs.
- ensuring that we provide reasonable adjustments for people with disabilities or accessibility requirements to ensure they have the environment and equipment to do their role or use our service; and
- addressing any inappropriate behaviour.

The Directors are responsible for:

- developing and implementing strategies and training to support and champion equity, diversity, and inclusion.
- supporting managers to carefully consider reasonable adjustments for candidates or employees with a disability.
- putting in place procedures and training that equip managers to make recruitment, development or promotion decisions based on objective and appropriate criteria; and
- measuring and monitoring the effectiveness of this policy.

Raising concerns and managing complaints

If you feel you have been, or have witnessed, harassment, discrimination, or victimisation, you have a duty to tell us by:

- Reporting it to your manager if you feel comfortable doing so.

- Reporting it to a director if you feel comfortable doing so.

Or following our grievance procedure

In all cases where allegations of discrimination, harassment or victimisation are raised we will ensure the situation is handled with sensitivity and that an appropriate investigation is conducted providing support to all concerned.

Our commitments to you

E-Resourcing will put in place the right policies, principles, and processes to ensure that we meet the aims of this policy.

Recruitment

E-Resourcing welcomes applications from a diverse range of candidates and are committed to an inclusive and equitable recruitment process including but not limited to:

- All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- Advertisements will be clear, use inclusive language, be capability based and will not restrict access or preference someone of Protected Characteristics unless there is a genuine occupational qualification which must be clearly stated.
- All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the role. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked all candidates.
- We are all committed to ensuring that external partners active in the recruitment process, including but not limited agencies and executive search companies, are made aware of the principles and approaches of this Policy, and our commitment to implementing its goals.

Employment

Terms and conditions of employment shall be drawn up with reference to this Policy including:

- Our fixed-term and part-time colleagues shall be offered appropriate access to benefits, training, promotion, and permanent employment opportunities.
- We are committed to ensuring fair treatment in terms of compensation and benefits / remuneration without relation to any of the Protected Characteristics.
- Protection from discrimination continues through to your last day with us and includes standard references regardless of termination reason.
- All our internal policies and procedures will be applied without discrimination.
- Redundancy criteria and procedures will be fair and objective and will not include criteria which are contrary to the aims of this Policy and may be considered as discrimination against the
- Protected Characteristics.
- Promotion and development opportunities will be based on merit and the needs of the role and will not be unlawfully discriminatory.

Reasonable adjustments

We are committed to ensuring inclusion and accessibility for disabled people. This includes but is not limited to implementing reasonable adjustments:

- Disabled colleagues are encouraged to tell their manager about their needs and reasonable adjustments required.

- Any reasonable adjustments to working terms or equipment which would assist disabled people, will be accommodated where possible and proportionate to the needs of the role. We shall ensure that requests to alter working hours are dealt with appropriately.
- If we consider that a particular adjustment would not be reasonable, the reasons for this will be explained and we shall aim to find an alternative solution (where possible).
- Facilities will be available with no unlawful obstacles and where applicable and possible adjustments will be made to enable an adjusted environment.

Training and professional development

We are committed to ensuring equal opportunities and inclusion in our training and development including:

- Providing learning about diversity and inclusion available to all our colleagues. We will continue to review and develop additional learning in this area and regularly communicate our expectations of inclusive behaviour.
- Embedding inclusion and diversity within other learning modules where appropriate
- Encouraging volunteers and employees to discuss their career aspirations and development needs including training needs with their manager.
- Equal access to development and training opportunities regardless of protected characteristics.

Monitoring

To ensure E-Resourcing is delivering on its commitment to diversity and inclusion, it is important to understand the diverse make-up, experiences, views, and perspectives of our colleagues, we will ask you to provide certain personal data. You will always be given an option to select 'not disclosed' or 'prefer not to say' for personal diversity information. Pseudo-anonymised diversity data will be periodically reviewed at aggregate level to help us identify patterns and trends for different diverse groups (e.g., men/women, different ages, disability status). No identifiable individual personal data will be used or disclosed.

Review

This policy will be reviewed and amended in accordance with legislation and will be subject to a formal review as required by one of the Directors.