

# Equality, Diversity, and Inclusion Policy

PHX098

## Contents

Version Control .....	4
Document Approval.....	4

Confidential

Confidential

Confidential

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

The aim is for our workforce to be truly representative of all sections of society and reflective of our customers plus each employee must feel respected and able to give their best.

The organisation while providing our goods and services is committed to be against unlawful discrimination of customers or members of the public.

The purpose of this policy 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, and sexual orientation
- Oppose and avoid all forms of unlawful discrimination. This includes 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

The organisation is committed to:

- Encourage equality, diversity and inclusion in the workplace as good practice and sound business sense
- Creating a working environment free from 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 the training of managers and all other employees about rights and responsibilities under the equality, diversity, and inclusion policy. Responsibilities include staff conducting themselves in a manner to help the organisation provide equal opportunities in employment, prevent bullying, harassment, victimisation, and unlawful discrimination. All staff must understand 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 members of the public.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, members of the public plus any others in the course of the organisation's work activities.
- Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. 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.

- 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).
- Regularly 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, 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.

The equality, diversity and inclusion policy is fully supported by senior management and has been agreed with employee and Human Resources representatives.

Details of the organisation's grievance and disciplinary policies and procedures are provided to each employee upon commencement of their employment. This includes with whom an employee should raise a grievance – usually their line manager or alternatively the HR Department.

Use of the organisation's grievance and/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.

## Version Control

<u>Author</u>	<u>Version</u>	<u>Date</u>	<u>Description</u>
Trevor Hutchinson	1.0	01/12/2019	Original Document
Trevor Hutchinson	2.0	01/12/2020	Amendments following annual review
Trevor Hutchinson	2.0	01/11/2021	Annual review – no changes
Trevor Hutchinson	2.0	01/11/2022	Annual review – no changes

## Document Approval

<u>Name</u>	<u>Version</u>	<u>Date</u>	<u>Position</u>
Sam Mudd	1.0	01/12/2019	Managing Director
Sam Mudd	2.0	01/12/2020	Managing Director
Sam Mudd	2.0	01/11/2021	Managing Director
Clare Metcalfe	2.0	01/11/2022	Operations Director

Signed: *Clare Metcalfe* Clare Metcalfe, Operations Director

Dated: 01/11/2022