

Equality, Diversity & Inclusivity Policy

(PPP005)



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1 Policy Statement

Papilo is committed to promoting diversity, preventing discrimination, and creating an inclusive working environment in which everyone can fulfil their potential and maximise their contribution.

Everyone, including colleagues, job applicants, contractors, suppliers, customers, and clients, will be treated fairly, with dignity and respect regardless of any of the following protected characteristics:

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

This policy will be reviewed periodically to evaluate its effectiveness. It will be amended and updated where necessary and any changes communicated to all staff.

2 Understanding & Avoiding Discrimination

At Papilo we want an environment in which all colleagues, job applicants, suppliers, contractors, customers, and clients will feel safe, comfortable, valued, and respected. Everyone has a part to play in making this a reality and for the good of all, we will not tolerate any behaviour that constitutes discrimination, harassment, or victimisation or that threatens or demeans others. This includes but is not limited to exclusion; intimidation; use of offensive words or actions; inappropriate or unwanted physical contact; inappropriate gossip, jokes, or remarks whether written or spoken; and bullying.

Types of Discrimination:

- Direct discrimination - where a person is treated less favourably than others because of a protected characteristic.
- Indirect discrimination - where a rule or arrangement which cannot be justified is applied to everyone but puts those with a protected characteristic at an unfair disadvantage.

- Discrimination by association - where a person is treated less favourably because they associate or relate to someone who possesses a protected characteristic.
- Harassment - unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them.

An important related concept is "Victimisation" - where a person is treated less favourably or is punished or threatened with punishment for having complained about discrimination or supported someone else who has complained about discrimination.

We treat all cases of discrimination (including for these purposes victimisation) seriously. If any member of staff acts in a discriminatory manner towards a colleague, job applicant, contractor, supplier, customer, and clients this will result in disciplinary action.

We encourage everyone to report any incident of actual or suspected discrimination to your line manager or, if the matter is concerning your line manager, senior management. All concerns will be taken seriously and investigated promptly under the terms of our grievance procedure. *

Further, 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.

3 Recruitment & Selection

Papilo endeavours to attract applicants from a diverse talent pool and aims to recruit and develop the best people. We are committed to treating all applicants fairly and without discrimination and to providing equal opportunities at each stage of the recruitment process.

Review employment practices and procedures when necessary to ensure fairness and 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 this 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.

4 Promotion & Career Development

Promotion within Papilo, is based on merit and decisions in relation to advancement and career development are based on demonstrated skills and ability and genuine occupational requirements. All staff will be treated fairly and without discrimination and given equal opportunities in their job or career progression. Making opportunities for training, development, and progress available to all.

5 Remuneration, Benefits & Ameneties

Within Papilo, decisions about remuneration, benefits and amenities will be made without regard to or assumptions about the protected characteristics. All staff will be treated fairly and without discrimination and given equal opportunities in their job or career progression.

6 Communication of this Policy

Papilo is committed to the effective implementation of this policy. Papilo is responsible for communicating the policy and ensuring that it is brought to the attention of all staff and that all staff have continuing access to it. New joiners will receive a copy of this policy, or any relevant training, as part of their induction.

7 Additional Clause

Our Wider Diversity Agenda

We want to create an environment for tolerance and inclusion which goes beyond the anti-discrimination legislation and allows us to value everyone's potential and to assess everyone purely on merit, avoiding judgements relating to extraneous factors such as (by way of example only):

- aspects of physical appearance
- voice, accent and speaking style
- national and regional origins
- educational and social background
- hobbies and outside interests
- marital/relationship/parental status
- absence of religion or belief

* Details of the organisation's grievance and disciplinary policies and procedures can be found in our employee handbook. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance 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.

8 Director sign-off

Name	Paul Hodgkiss
Position	CEO
Signature	<i>Paul Hodgkiss</i>
Date	06/02/2024

Document Control

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