

Equality, Diversity and Inclusion Policy

SBFM 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 our customers, and for each employee to feel respected and able to give their best.

SBFM, in providing services and facilities, is also committed to preventing unlawful discrimination of customers or 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 protected characteristics outlined in the Equality Act 2010 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 in 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

SBFM commits to:

- Encouraging equality, diversity and inclusion in the workplace because they are good practice, provide a fair and just environment for our colleagues and make business sense
- Creating a working environment free of 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 training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
 - All staff should 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 the public.

- Taking seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and 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.
 - 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.
- Making 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).
- Reviewing employment practices and procedures when necessary to ensure fairness, and also updating them and the policy to take account of changes in the law.
- Monitoring 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.

Related policies:

Recruitment and Selection

We actively welcome applications from all sections of the community. All candidates are treated fairly irrespective of race, gender, disability, sexual orientation, religion and belief or age.

We welcome those who wish to disclose a disability to do so, and all personal details are dealt with in a confidential manner. Those who are invited to interview and have disclosed a disability are contacted by the hiring manager to discuss any reasonable adjustments that will facilitate attendance.

Further information detailing our commitment to EDI is provided within the Recruitment and Selection Policy.

Learning and Development

We ensure equal access and equality of opportunity in all learning and development activities, in line with this policy. This includes ensuring resources for learning and development are distributed fairly and are accessible to all.

Managers are expected to ensure employees have the opportunity to discuss their individual development needs and are supported with appropriate learning methods.

All employees are given equal access to promotion regardless of race, gender, disability, sexual orientation, religion and belief or age.

Further information detailing our commitment to EDI is provided within the Learning and Development Policy.

Termination of Employment

All employees are treated fairly under the Disciplinary Policy and the Capability Policy. Any remedial action taken against employees is monitored in line with this policy to ensure equal treatment of all employees, regardless of race, gender, disability, sexual orientation, religion and belief or age.

Further information detailing our commitment to EDI is provided within the Disciplinary and Capability Policies.

The equality, diversity and inclusion policy is fully supported by senior management and the executive leadership team.

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

Policy owner: HR Manager

Review date: 01/11/2021