

Policy & Procedure: Equality, Diversity, and Inclusion			
Policy No:	1	Department:	Apprenticeship Provision
Issue date:	20/07/2023	Prepared by:	Annie Graham
Version:	July 23 V.1	Approved by:	Chris Lipscomb
Purpose			
<p>The Equality, Diversity and Inclusion policy aligns with the requirements of the Equality Act 2010. The policy aims to eliminate unlawful discrimination and enhance equality of opportunities for all. The policy sets out different ways in which it is unlawful to treat someone, protecting individuals from unfair treatment and promoting a fair and equal society.</p> <p>Everyone deserves to experience a positive, cooperative, and respectful working environment, where they feel safe, and are supported to contribute, develop, and grow. The organisation’s capability to maintain a respectful working environment is dependent upon all employees holding themselves and other employees (without regard to seniority or job role) accountable for demonstrating expected standards of conduct and behaviour.</p> <p>This policy is not designed to be a definitive list of appropriate and inappropriate conduct – it outlines the organisation’s expectations to act in accordance with the law, our values, and our policies.</p> <p>This policy applies to all employees of Logistics UK within the apprenticeship provision.</p>			
Policy Statement			
<p>Logistics UK believes it is reasonable to expect every employee to treat all individuals whether they are colleagues, apprentices, or a member or a third party, with dignity, respect, and courtesy.</p> <p>Employees are expected to exercise their judgment to ensure a professional approach to all interactions and communications during work hours and at any work-related social events.</p> <p>Equality, inclusion, and diversity are at the heart of this policy, as they are core to creating and supporting a positive, cooperative, and respectful working environment. Logistics UK uses the following definitions:</p> <ul style="list-style-type: none"> • ‘Equality’ at Logistics UK means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. • ‘Inclusion’ at Logistics UK means ensuring everyone feels comfortable being themselves at work and feels the worth of their contribution. 			

- 'Diversity' at Logistics UK means the celebration of individual differences of all employees.

Our commitment to equality, inclusion and diversity aims to raise awareness and provide support to all our employees to identify and eliminate inappropriate conduct and behaviours to maintain a respectful working environment.

The definitions below should be used as guidance when considering the organisation's expected standards of conduct and behaviour for all its employees.

Discrimination means treating someone 'less favourably' than someone else on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics). This also includes putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage. This may include, for example, excluding someone from opportunities or benefits, whether intentionally or not.

Harassment occurs when unwanted and unwelcome behaviour violates the dignity of an individual on the grounds of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation; or where it creates an intimidating, hostile and degrading, humiliating or offensive environment. This also includes when a person engages in unwanted conduct of a sexual nature.

Bullying is defined as offensive, intimidating, malicious or insulting behaviour, or an abuse or misuse of power, which undermines, humiliates, denigrates, or injures the recipient.

Victimisation is when someone is treated unfairly because they've complained about discrimination or harassment.

Harassment and bullying can take many forms including (but not limited to) verbal and written communication, electronic and mobile phone communications (e.g. WhatsApp / Teams / Facebook), unwanted physical contact, displaying / sharing of offensive material and intimidating behaviours.

Examples of harassment might include (but are not limited to)

- Verbal – crude language, open hostility, offensive jokes, suggestive remarks, innuendoes.
- Non-verbal – obscene gestures, sharing pornographic material, graffiti, offensive emails, text messages.
- Physical – intentional touching, patting, pinching or brushing against another employee's body; or intimidating behaviour.

Examples of bullying might include (but are not limited to)

- Shouting or swearing at people in public or private
- Persistent criticism
- Ignoring or deliberately excluding people
- Spreading malicious rumours
- Persecution through threats and instilling fear
- Withholding or supplying incorrect information
- Setting someone up to fail

It can be a single (one-off) act or a series of acts the impact of which can seriously undermine the dignity, confidence, and work satisfaction of an individual to such an extent that it creates a working environment where an employee does not feel safe, supported, or able to contribute, develop and grow.

If any employee experiences or witnesses behaviour by a third party (for example a client, member, or visitor) that they find inappropriate and not in line with this policy, this should be reported immediately to their line manager or HR so that support can be provided to the employee, and the behaviour can be addressed.

Scope

Logistics UK is committed to:

- All practices and policies relating to EDI must be communicated to all staff
- Encourage equality, diversity, and inclusion in the workplace and learning environment to develop a culture where people thrive.
- Review employment practices and procedures when necessary to ensure fairness and currency, taking account of changes in the law.
- Monitor the characteristics of staff and learners to understand the true diversity of the workforce and apprenticeship provision. We will use this data to identify under-represented groups and take action to address these gaps. Monitoring will also determine the impact of our EDI policy.
- Create a work and learning environment free of bullying, harassment, victimisation, and unlawful discrimination, including promoting dignity and respect for all.
- Create a culture where individual differences and the contributions of all staff are recognised and valued.
- Through mandatory training and ongoing communications, we will support all staff and learners to develop an understanding of their rights and responsibilities under the equality, diversity, and inclusion policy.
- All staff and learners 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 staff, customers, suppliers, and the public.
- 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
- Make decisions concerning staff based on merit (apart from any necessary and limited exemptions and exceptions allowed under the Equality Act 2010).

Apprenticeships

- EDI are embedded in all apprenticeship programmes to ensure there is a diverse range of teaching and learning opportunities available, these include hot topics and current affairs.
- Flexible opportunities are offered to ensure all learners are supported with employment and learning requirements to meet their full potential.
- We will work with employers to actively promote EDI to influence the success of the learner journey, free from any discrimination.
- Discuss EDI issues, updates, and developments during weekly management meetings and

update the executive team monthly.

- Identify gaps in relation to engagement, recruitment, retention, and achievement between all protected groups and address them within the quality improvement plan.

Staff commitment:

Staff members are required to support Logistics UK in meeting its commitment to provide EDI for all in employment and learning, and to avoid unlawful discrimination. You must:

- Understand and implement the EDI policy
- Challenge behaviour that is not acceptable in accordance with the EDI policy
- Play your part in creating an open and accepting culture
- Co-operate with any measures introduced to ensure equal opportunity
- Report any suspected discriminatory acts or practices
- Not induce or attempt to induce others to practice unlawful discrimination
- Not victimise anyone because of them having reported or provided evidence of discrimination
- Not harass, abuse, or intimidate others, or contribute to the harassment or intimidation of others, on account of any characteristic
- Not canvass staff or discourage them from applying or taking up a post

You can be held personally liable as well as, or instead of, Logistics UK for any act of unlawful discrimination. If you commit a serious act of harassment, you may be guilty of a criminal offence.

Process

The organisation has a 'zero tolerance' approach to discrimination, bullying and harassment and any allegations will be fully and robustly investigated. Employees who fail to follow the policy will be investigated under the disciplinary policy. Employees who wish to raise a complaint or concern about their working environment or the

If you doubt that a learner is at risk, you must refer to the Safeguarding and Prevent Policy.

Logistics UK fully commits to promoting and maintaining a respectful working environment for all. This commitment includes raising awareness of this policy through the provision of training and coaching for People Managers and employees to ensure everyone understands their rights, role and responsibilities. For support and advice on the application of this policy, employees should speak to the HR Team.

References

The Equality Act 2010
Respect at Work Policy 2023

Related Documents

Disciplinary Policy
Safeguarding and Prevent Policy
Respect at Work Policy

Signed:



Full name: Chris Lipscomb

Position in Company: Director of Operations

Date: 21/07/2023

Next Review date: 21/07/2024