



SAMPLE POLICY FOR EQUALITY, DIVERSITY AND INCLUSION

[Delete the logo and heading above and substitute the logo and name of your organisation]

1. Policy Statement

[Organisation] 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, and *[customers/clients]*, will be treated fairly and 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

2. Understanding and Avoiding Discrimination

At *[Organisation]* we want an environment in which all colleagues, job applicants, suppliers, contractors and *[customers/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 are connected with 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 or *[customer/client]* this will result in disciplinary action.

We encourage everyone to report any incident of actual or suspected discrimination to *[insert 2 alternatives e.g. a senior manager or the HR team]*. All concerns will be taken seriously and investigated promptly *[under the terms of our grievance procedure]*.

3. Recruitment and Selection

[Organisation] 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.

4. Promotion and Career Development

Promotion within *[Organisation]* 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.

5. Remuneration, Benefits and Amenities

Within *[Organisation]* 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

[Organisation] is committed to the effective implementation of this policy. *[Individual or role]* 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 *[and relevant training]* as part of their induction.

7. Monitoring

This policy will be reviewed periodically by *[individual or role/body]* to evaluate its effectiveness. It will be amended and updated where necessary and any changes communicated to all staff.

Important Notes on Use of this Sample Policy

- 1. The Policy has been prepared and provided by Members of the IP Inclusive Community as a general specimen of the sort of policy that organisations at a relatively early stage of their EDI journey may wish to introduce. In all cases the policy will need to be tailored to the context of the organisation in question. Indications of some of the more straightforward sorts of tailoring that may be required are shown in square brackets and italicised above. Organisations are advised to consult an HR professional or a lawyer for help with other changes or additions.*
- 2. Organisations with a more established EDI agenda may wish to broaden the scope of their policy beyond the legally protected characteristics set out in section one of the Sample Policy. One way to do this would be to include a clause such as the one set out below.*

Our Wider Diversity Agenda *[sample additional clause]*

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