

FLOURISH CSR LIMITED: EQUALITY POLICY

Flourish CSR Limited is committed to encouraging equality and diversity among our workforce, eliminating unlawful discrimination and striving at all times to achieve the highest standards of equality, diversity and inclusion in the way we work and in the advice we give to our business clients.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for every colleague to feel respected and able to give their best.

In providing its services, Flourish CSR is committed against unlawful discrimination of customers, clients or the public.

In our consultancy work, we are committed to encouraging and supporting clients in their journey towards becoming more equal, diverse and inclusive organisations.

This policy's purpose is to:

- *provide equality, fairness and respect* for all in our employment, whether temporary, part-time or full-time.
- *avoid unlawful discrimination* based on protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) 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.

Flourish CSR commits to:

- *encouraging* equality and diversity in the workplace
- *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 colleagues are recognised and valued

This commitment includes training colleagues about their rights and responsibilities under the Equality Policy. Responsibilities include colleagues conducting themselves in a way that helps the organisation provide equal opportunities in employment, and prevents bullying, harassment, victimisation and unlawful discrimination.

All colleagues 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, clients, suppliers, visitors, the public and any others during the organisation's work activities

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any 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 colleagues, 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
- *making decisions* concerning employees 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 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, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy

Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues

Your responsibilities

All colleagues are responsible for supporting the organisation in meeting its commitment and avoiding unlawful discrimination. If you believe that you have been discriminated against you should report this to Louise McCabe or Tara Luckman under the grievance procedure.

We take any complaint seriously and you will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

If you witness what you believe to be discrimination you should report this to a senior colleague as soon as possible.

The Equality Policy is fully supported by the Directors of Flourish CSR Ltd.

Louise McCabe

Tara Luckman

FLOURISH CSR

www.flourishcsr.co.uk