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1. SCOPE

This policy and procedure apply to all employees and workers within the organisation.

2. RESPONSIBILITY

The staff in the following roles are responsible for implementing this policy:

- 2.1. All employees have overall responsibility for the equality, diversity and inclusion policy
- 2.2. Managing Director and Senior Management Team has responsibility for the development and implementation of policy and procedure
- 2.3. Managing Director and Senior Management Team is responsible for training the policy throughout the organisation and communicating internally and externally
- 2.4. Workers and employees are responsible for their own behaviour and must treat others with dignity and respect

3. DEFINITION

A diverse and inclusive workplace is one that makes everyone, regardless of who they are or what they do for the business, feel equally involved in and supported in all areas of the workplace.

4. POLICY STATEMENT

At Red Rhino Resourcing Ltd are committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

This policy's purpose is to:

- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics 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
 - 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
 - Selection for employment, promotion, training or other developmental opportunities



5. POLICY COMMITMENTS

- 5.1. We will encourage equality, diversity and inclusion in the workplace.
- 5.2. We will create 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 workers are recognised and valued.
- 5.3. We will train our managers and all other workers about their rights and responsibilities under this Equality, Diversity, and Inclusion Policy.
- 5.4. We will take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by colleagues, customers, suppliers, visitors, the public and any others during the organisation's work activities.
- 5.5. We will 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.
- 5.6. We will make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- 5.7. We will review employment practices and procedures when necessary to ensure fairness, and also update them and this policy to take account of changes in the law.

6. REPORTING ISSUES

- 6.1. If a worker feels they have been subject to bullying, harassment, victimisation or unlawful discrimination, they should report this immediately to their line manager.
- 6.2. If a worker does not feel able to report to their line manager, they should report to Branch Manager
- 6.3. If a worker wants to raise a concern anonymously, they should contact Branch Manager

This policy will be reviewed annually and at any other time it is considered necessary due to changes in business or legislation.

7. ACCOUNTABILITY, DOCUMENT AND VERSION CONTROL

This document is effective from: 31.01.2024

This document is approved by: David Edwards Managing Director

For questions or queries about this document, contact: David Edwards 01174037903

The following table details any updates, changes or developments made to this document:

Version	Detail	Date	Approved by
Version 3	original policy issued	31.01.2024	David Edwards Managing Director