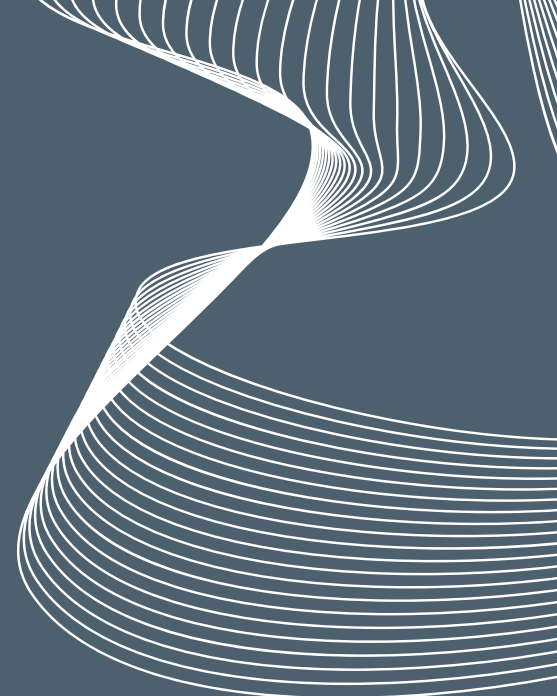




SI&C

POLICY
DOCUMENT

Equality, Diversity and Inclusion Policy

Audience: All Parties

Requirement: Essential

Policy Owner: Company Director

Review Delegation: Executive

Review Cycle: Three Years

Last Review: 30/10/2024

Due for Review: 30/10/2027





What we stand for...

Our values focus on nurturing the CORE of our business.

- Customers as partners
- Openly inquisitive
- Reputationally renowned
- Exceptionally talented

Our mission

To unearth those lost talents and skills your team has, looking to maximise what is inside, we aim to get the full potential out of your team to realise your strategic goals, at pace.

Our Vision

To create people-centred, simpler, and value-driven results for our clients that help ensure their teams perform to the best of their abilities. We aim to unlock your people's abilities, saving you time and effort whilst improving the social mobility of your team. Finding the best teams to carry out your most important work is what drives us every day.

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Impact statement

SI&C Ltd 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.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

Purpose of this policy

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
2. 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

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

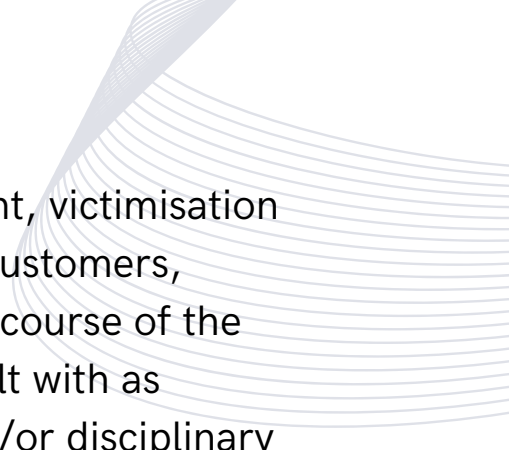
- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other developmental opportunities

Our commitments

The organisation commits to:

1. Encourage equality, diversity and inclusion in the workplace

2. 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 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



3. Take 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.

4. 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. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

7. Monitor 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

The equality, diversity and inclusion policy is fully supported by senior management.

Our disciplinary and grievance procedures Details of the organisation's grievance and disciplinary policies and procedures can be found within the policies section on the intranet. This includes with whom an employee should raise a grievance – usually their line manager. Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within the permitted time frame of the alleged discrimination.

For further information or queries please see below.

If you have any questions about our use of cookies or other technologies, please contact us at Info@siandc.org or by post to:

SI&C Ltd 68 Glenwood,
Titchfield Park Road,
PO15 5RN
08000314349

Have you checked that you have claimed all the benefits you're entitled to when working with us?

Don't forget that when you work with us you get the following benefits:

- 5% of profits from each sale donated to a charity of your choice
- Refer us to a buyer and get paid
- Provide feedback and earn a 2% refund

SI&C
THE 5% CLUB 

SI&C
OUR REFERRAL PROMISE 

SI&C
CUSTOMER INSIGHTS 

Do you have any
queries on this
policy?

If so, contact us at
info@siandc.org