

Equality, Diversity and Inclusion Policy

| Date | Author | Summary of changes |
|------------|--------|--|
| 06/06/2024 | HR | More descriptions added, change of examples and reporting separated out. Table of changes added to policy. |
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Background & Ethos

People are what makes Churches Fire great, and we celebrate being an equal opportunities employer. We are committed to ensuring, within the framework of the law, that we safeguard an all-inclusive environment and that our workplace is free from unlawful or unfair, direct or indirect, discrimination.

It is our policy to afford equal treatment to all existing and potential colleagues and to promote equality of opportunities. We champion the ability to recognise, respect and value people's differences.

- The policies' purpose is to help ensure we do not unlawfully discriminate under the Equality Act 2010 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
- Sexual orientation

To achieve genuine equality there must be positive action, including measures under the Equality Act 2010 to address potential discrimination and barriers to enable and empower:

- Equal access
- Equal opportunities
- Equal treatment
- Equal resources
- Equal outcomes
- Equal impact



We have decided that as an organisation we will adopt the approach set out below in dealing with discriminatory issues. It is important that all colleagues recognise discrimination and bring to the attention of management anything that may inadvertently or deliberately be discriminatory.

Any colleague considered to be discriminating against any other person will be dealt with in accordance with the Company's disciplinary procedure.

This policy applies to all colleagues, agency, and contractors.

Diversity

Diversity is about understanding and recognising that each of us are unique. Diversity is all about respect and acceptance. We treat our colleagues as individuals, allowing them to be themselves regardless of:

- Gender
- Physical appearance
- Sexual Orientation
- Pregnancy
- Gender Identity
- Culture
- Race or ethnicity.
- Marital and civil partnership status
- Age
- Educational background
- Physical and mental ability
- Caring responsibilities
- Political opinion

Inclusion

An inclusive workplace culture is one where everyone feels they belong and feel safe to be themselves and that their contribution matters. Policies, and practices are fair, and a diverse range of people are supported to work together effectively. Inclusion values everyone's differences ensure all people are treated fairly. We believe Churches is an inclusive environment where colleagues can thrive.



Our commitment

- Every colleague is entitled to a working environment which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- Ensure all colleagues undertake Equality, diversity, and inclusion training.
- The commitment to diversity and equality in the workplace is good management and business practice.
- Breaches of our diversity and equality policy will be regarded as misconduct and could lead to disciplinary proceedings, under the [disciplinary procedure](#).
- This policy is fully supported by the CEO, Directors and Senior Management
- The policy will be monitored and reviewed annually
- Implementation will include reviewing how we recruit, train and also how we treat our staff during the 1-2-1. We will also implement anonymous staff surveying to ensure your right to reply
- We are committed to providing each colleague with an equal chance to succeed in their role and their work
- All consultants, suppliers and associates will be treated fairly and by the terms of this policy
- We aim to create an environment that celebrates individual differences and recognises the contributions of all team members at all levels

Churches Fire believe, strongly, that a diverse and creative workforce enhances our ability to service our wide-ranging customer base. We therefore encourage the employment of people from a wide range of social, economic and academic backgrounds. We feel the identity and culture of Churches Fire is enhanced with our eclectic and interesting workforce. We celebrate the differences in each other.

How can you identify discrimination?

Direct discrimination (when someone is treated unfairly because of a protected characteristic) occurs where someone is put at a disadvantage on discriminatory grounds in relation to his or her employment. Direct discrimination may occur even unintentionally.

An example of direct discrimination would be;

- Someone is not offered a promotion because they are over 50, and the position is offered to a younger less qualified colleague.

Indirect discrimination occurs where the individual's employment is subject to a condition which one sex or race/nationality finds more difficult to meet than another although it might appear that the condition has no discrimination.

An example of indirect discrimination would be;



- A minimum height requirement for a job where height is not relevant to carry out the role

Disability discrimination occurs where an individual is disadvantaged in employment or during recruitment for a reason connected with their disability unless the discrimination cannot be avoided by making reasonable adjustments to the working practices or physical environment.

Examples of reasonable adjustments may be;

- Providing the right type of phone for an colleague who uses a hearing aid
- Arranging for an interview to be held on the ground floor for a candidate that uses a wheelchair

Victimisation occurs where an individual is treated less favorably than their colleagues are because they have taken action to assert their statutory rights or assisted a colleague with information in that regard.

Implementing the policy

Recruitment and selection will be made on the basis of fair and objective criteria. The Company's selection procedures are reviewed from time to time to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination.

Churches Fire's recruitment partner are expected to uphold the same standards as detailed in this policy throughout the selection and recruitment process.

We will always lead by example and demonstrate best practice within our organisation, holding ourselves accountable to the same high standards we expect from others.

The needs of job applicants and existing colleagues who have a disability will be monitored to ensure that, wherever possible, reasonable adjustments are made to enable them to enter into or remain in employment with us.

Promotion opportunities, training and other colleague benefits will be considered without discrimination, and based solely on merit, excluding any necessary and limited exemptions allowed under the equality act.

Person and job specifications shall be limited to those elements, which are necessary to do the job effectively.

All colleagues have a right to equality or opportunity and a duty to ensure that right is given to other colleagues by implementing this policy. We will ensure that this policy is adhered to by continually training our management team and staff.



Colleagues who do not act in accordance with this policy will be deemed to be in breach of their terms and conditions of employment and will be dealt with in accordance with the disciplinary procedure.

Reporting

If you think you have witnessed any discriminatory act, whether direct or indirect, you should contact your line manager in the first instance. Anyone who believes that they may have been a victim of discrimination or in any way disadvantaged on discriminatory grounds is entitled to raise the matter through the Company's grievance procedure. [Grievance Policy](#)

If you have any queries or concerns, they should be addressed to your manager.

Your responsibilities -

Everyone within Churches Fire have the responsibility to be respectful to all other colleagues.

How you can help create an inclusive workplace-

- Not everyone will have the same views and opinions, so try to understand other peoples and help them to understand yours.
- Take responsibility for your own actions.
- If you notice inappropriate behaviour, challenge, or report it.
- If challenging others do so in a respectful way.
- Respect the confidentiality of colleagues and customers.
- Ethically and lawfully deal with all customers, colleagues and supplies and treat them with respect.

Monitoring and review arrangements

The Company will regularly monitor its policies to ensure that it pursues an effective policy of equal opportunity.

Rehabilitation of offenders

It is the Company's policy not to discriminate against anyone who has a spent conviction under the Rehabilitation of Offenders Act 1974. Under that Act it is unlawful to refuse, to engage or to dismiss on the grounds of a spent conviction. A conviction becomes spent after a period of time that runs from the start of the sentence. It is the



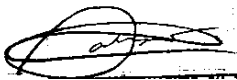
Company's policy to comply with the Act where staff do not have any contact with those deemed "vulnerable" under the act. Roles that have direct and lone contact with customers will be omitted from this policy due to the type of work undertaken and the requirement of specific key customers. If any of these staff groups are convicted or have a spent conviction surrounding vulnerable groups and/or are on the list 99 register the company reserves the right to terminate employment.

Equal pay

The Company acknowledges that men and women are entitled to be paid equally without any bias on the grounds of sex and that this right is set out in the Equal Pay Act and is enforceable under UK Law.

All reasonable steps will be taken to ensure that colleagues, irrespective of gender or gender identity receive equal pay for the same work and for work rated as equivalent and for work of equal value.

The Company will review existing and future pay policies and structures and continue to monitor the impact of such policies and structures.



Amy-Jane Calder – Head of HR
Date of last review: 06/06/2024

