



Equality and Diversity Policy

Purpose

This policy sets out Burlodge's approach to equality and diversity. Burlodge is committed to encouraging equality and diversity and promoting a culture that actively values differences and recognises that people from different backgrounds and experiences can bring valuable insight to the workplace and enhance the way we work.

Burlodge aims to be an inclusive organisation, committed to providing equal opportunities through employment including in the recruitment, training and development of employees and to pro-actively tackling and eliminating discrimination.

Burlodge is committed against the unlawful discrimination of customers, suppliers or the public.

Scope

The rights and obligations set out in this policy apply equally to all employees, whether part time or full time on a substantive or fixed-term contract.

This policy is also of particular relevance to directors, line managers and other employees concerned with recruitment, training and promotion procedures and employment decisions which affect others.

Burlodge's commitment

Every employee is entitled to a working environment that promotes dignity, equality and respect for all. Burlodge will not tolerate any acts of unlawful or unfair discrimination (including harassment) committed against an employee, contractor, job applicant or visitor because of a protected characteristic:

- 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

Discrimination on the basis of work pattern (part-time working, fixed term contract, flexible working) will not be tolerated.

All employees will be encouraged to develop their skills and fulfil their potential and to take advantage of training, development and progression opportunities in Burlodge so their talents and resources can be fully utilised to maximise the efficiency of the organisation. Selection for employment, promotion or training will be on the basis of aptitude and ability.

No form of bullying, harassment, victimisation or unlawful discrimination will be tolerated.

Burlodge will focus on promoting dignity and respect for all, and encouraging an environment where individual differences and the contributions of all staff are recognised and valued.

If you believe that you may have suffered discrimination because of any of the above protected characteristics, you should consider the appropriateness and feasibility of attempted informal resolution by discussion in the first instance with your line manager or another colleague in a relevant position of seniority. If the matter cannot be resolved informally, you may raise a formal grievance through Burlodge's Grievance Procedure.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the appropriate procedure. Burlodge will ensure that individuals who make such allegations in good faith will not be victimised or treated less favourably by Burlodge as a result. However, false allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under Burlodge's Discipline Policy.

A person found to have breached this policy may be subject to disciplinary action under Burlodge's Discipline Policy.

Employees may also be personally liable for any acts of discrimination prohibited by this policy that they commit, meaning that they can be sued by the victim.

When does this policy apply?

This policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to your work (e.g. at meetings, social events and social interactions with colleagues) or which may impact on Burlodge's reputation (e.g. the expression of views on social media, contrary to the commitments expressed in this policy, that could be linked to Burlodge).

A handwritten signature in black ink, appearing to read 'Angelo Speranza', with a long horizontal line extending to the right.

Angelo Speranza
CEO
January 2024