



# POLICY

• Policy Name	Inclusion and Diversity Policy
• Date of Publication	September 2020
• Superseded Policy	June 2018
• Review Date	September 2022
• Senior Responsible Officer	Head of HR

## BITC Inclusion and Diversity Policy

### The purpose of this policy

Business in the Community respects all individuals and will not unlawfully or unfairly discriminate on grounds of the Equality Act 2010 protected characteristics of age, disability, gender identity or reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation, nor on grounds of any other irrelevant distinction. We will build a culture that values objectivity, openness, fairness, and transparency; recognises the implications of privilege; and hears the impact of lived experiences.

We value the differences that an inclusive and diverse workforce brings. We believe that inclusive and diverse teams are more creative, dynamic, and more successful. Embracing this will make Business in the Community a more responsible organisation, aligned to the values and behaviours we expect ourselves and the expectations of the customers and communities we support.

We aim to be a true reflection of the communities in which we operate both in terms of the services we provide and the people we employ.

We believe that embracing inclusivity will create a sense of belonging, where every individual feel valued, appreciated, and respected, so they can be themselves at work and be their best.

### Who and what does it cover?

All our employees are responsible for the promotion and advancement of equality, diversity and inclusion and diversity. This policy is therefore applicable to all employees and other workers, whether permanent or temporary and it applies to all our processes and any dealings with members and stakeholders.





## **Business in the Community is committed to the following:**

### **Principles:**

- Creating a workplace where everyone feels included, has a voice, is valued and can be themselves.
- Providing visible leadership regarding equality, diversity, and inclusion, encompassing role modelling, ownership, and sponsorship by all.
- Seek to ensure the presence of diverse voices at decision-making tables.
- Giving diverse colleagues a voice and support our colleague networks, regularly seeking feedback to ensure that issues and lived experiences are addressed through appropriate action.
- Demonstrating commitment to inclusion and diversity by adopting the best practice recommended by our internal Workplace campaigns on Age, Gender, Race and Wellbeing
- Integrating inclusion & diversity into all our policies and learning and development programmes, seeking to prevent both conscious and unconscious bias in all our processes and practices
- Ensuring fairness and opportunity for all with a transparent approach to recruitment and selection, promoting agile and flexible working
- Ensuring that our business communications are inclusive and reinforce the inclusive messages as part of the everyday way we do business
- Behaviour, actions, or words that transgress the policy will not be tolerated and will be dealt with in line with Business in the Community's Disciplinary Policy, which can be found on Cascade.

### **Actions:**

- Capturing, analysing, and reporting diversity monitoring data, and using this to inform targeted action
- Calculating gender, and ethnicity pay gaps and publishing these
- Taking seriously and appropriate action on complaints of discrimination, victimisation, harassment and bullying and adopting a zero-tolerance approach to all forms of harassment and bullying

## **Other relevant documents and policies**

Employees who wish to raise a grievance in connection with this policy should refer to the Grievance Policy.

They may also wish to refer to Business in the Community's Respect at Work policy which deals specifically with Harassment and Bullying

