



Equality, Diversity and Inclusion Statement

Last updated 22/01/2023

Policy Statement

PACT Dogs Ltd recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Company, employees, Members and Students to utilise the skills of the total workforce. It is the aim of the Company to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).

Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give their best.

We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and

encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Company's goods and services.

This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

Details

Diversity: The representation of different identities, characteristics, experiences, backgrounds and perspectives, which make us all unique.

Equity: Giving everyone what they need to succeed by increasing access, reasonable resources, and opportunities for all. Equity recognizes that each person may require different resources and opportunities to reach an equal outcome.

Inclusion: A culture in which differences are celebrated and everyone is valued, respected, and able to reach their full potential, irrespective of their identity, characteristics, experiences, background and perspectives.

Our Commitment

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.

- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- To promote equality in the workplace which we believe is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by senior management.
- The policy will be monitored and reviewed regularly.

Actions for 2023

- 1) Review and update written material (such as Website, Lecture Notes and Handouts) to ensure use of inclusive language, colours, fonts following the British Dyslexia Style Guide.
<https://www.bdadyslexia.org.uk/advice/employers/creating-a-dyslexia-friendly-workplace/dyslexia-friendly-style-guide>
- 2) Sourcing of venues that have adequate and appropriate facilities for physical and/or mental disabilities. We will request that any requirements are raised with us in advance so that we can ensure they are catered for in any venues that we book for PACT activities.
- 3) Signatory to the Minimum Viable Diversity Pledge for events
<https://minimumviablediversitypledge.com/>.

Monitoring

The Company deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.

The system may involve the routine collection and analysis of information on employees by gender, marital status, ethnic origin, sexual orientation, religion / beliefs, grade and length of service in current grade. Information regarding the number of staff who declare themselves as disabled will also be maintained.

There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.

We will maintain information on staff who have been involved in certain key policies: Disciplinary, Grievance and Bullying & Harassment.

Where appropriate equality impact assessments will be carried out on the results of monitoring to ascertain the effect of the Company policies and our services / products may have on those who experience them.

The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.

If monitoring shows that the Company, or areas within it, are not representative, or that sections of our workforce are not progressing properly within the Company, then an action plan will be developed to address these issues. This

will include a review of recruitment and selection procedures, Company policies and practices as well as consideration of taking legal Positive Action.

Responsibility of Management

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Directors will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- all their staff are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

Responsibility of Staff

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform their manager if they become aware of any discriminatory practice.

Third Parties

Third-party harassment occurs where a PACT Dogs Ltd employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. PACT Dogs Ltd will not tolerate such actions against its staff, and the employee concerned should inform their manager / supervisor at once that this has occurred. The Company will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

Supporting people with disabilities

PACT Dogs Ltd attaches particular importance to the needs of people with a disability.

Under the terms of this policy, managers are required to:

- make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: managers are expected to seek advice and guidance from external agencies where appropriate to maintain disabled people in employment);
- include disabled people in training/development programmes;
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.
- We will only book venues which are accessible to people with physical disabilities (e.g Wheelchair accessible entry/toilets). To encourage venues make adjustments, should it become apparent a venue is not accessible we will inform the venue manager that this is why we are not using their site at this time.

Grievances and Discipline

Employees, Members and Students have a right to pursue a complaint concerning discrimination or victimisation via the Complaints Procedure.

Related Policies and Arrangements

All policies and arrangements have a bearing on equality of opportunity. PACT policies will be reviewed regularly and any identified discriminatory elements removed. More specifically, there are aspects of the following policies which have been designed to foster positive equality engagement:

- Member Code of Conduct
- Complaints Procedure
- Grants, Scholarship, Discount and Payment Policy
- Positive Scholarship Policy

Updating this Policy

PACT Dogs Ltd reserves the right to amend and update this policy.