

Wonderfully MADE

Equality, Diversity
and Inclusion Policy

Equality, diversity, and inclusion policy

Wonderfully MADE is committed to encouraging equality, diversity, and inclusion among our workforce and eliminating unlawful discrimination.

The aim is for our workforce to truly represent all sections of society and our customers and for each employee to feel respected and able to give their best.

The organisation—which provides goods, services, and facilities—is also committed to fighting unlawful discrimination against customers or the public.

Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, parttime or full-time
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage or 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

Wonderfully MADE commits to the following:

1. Encourage equality, diversity and inclusion in the workplace as they are good practices and make business sense.

2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and 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 that they and their employers can be held liable for bullying, harassment, victimisation, and unlawful discrimination against fellow employees, customers, suppliers, and the public.

3. The organisation takes complaints of bullying, harassment, victimisation, and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public, and others during its work activities seriously.

Such acts will be dealt with as misconduct under the organisation's grievance and disciplinary procedures, and appropriate action will be taken. Severe complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both employment rights and criminal matters, such as 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. They will be helped and encouraged to develop their full potential so that their talents and resources can be fully utilised to maximise the organisation's efficiency.

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

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

7. Monitor the workforce's makeup regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability to encourage equality, diversity, and inclusion and meet 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.

Agreement to follow this policy

Senior management fully supports the equality, diversity, and inclusion policy. Once employees are recruited, they are informed of their rights to join a trade union, and an employee representative can be appointed.

Our disciplinary and grievance procedures

The staff handbook details the organisation's grievance and disciplinary policies and procedures. This includes who 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 claim an employment tribunal within three months of the alleged discrimination.

Date approved or amended	Amendments	Signed
May 24	<ul style="list-style-type: none">• Rejigged some sentences for clarity	S.A.Murray-Sakumai
May 25	Reformatted.	S.A. Murray-Sakumai
	•	

*To be reviewed annually.