



# **Equality, Diversity and Inclusion Policy 2021**

## **Equality, Diversity and Inclusion Policy Statement**

Doggy Doo-Da-Da is committed to creating and maintaining an inclusive working environment that respects and celebrates difference. We aim to provide a working environment where everyone feels able to participate fully at Doggy Doo-Da-Da and achieve their full potential.

### **Who does this policy apply to?**

This policy applies to all members of Doggy Doo-Da-Da including all staff, work experience students and external visitors. The policy is also available to our external contractors, employers and other partners who Doggy Doo-Da-Da collaborate with.

The policy applies to all sites and premises belonging to Doggy Doo-Da-Da or used by it for carrying out its functions.

### **Legal framework**

Our policy is governed by the Equality Act 2010, which makes it unlawful to discriminate against someone because of one or more of the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

The legislation introduced the public sector equality duty, which requires businesses to take a proactive and organised approach to equality and tackling discrimination.

The policy does not exist exclusively as a response to legal requirements, but also to reflect our intention to ensure that equality, diversity and inclusion underpin everything we do.

### **Key principles**

- Doggy Doo-Da-Da expects all members treat each other with dignity and respect. We support the right of individuals and groups to hold their own beliefs and values but will not tolerate these being manifested in a way that intimidates, humiliates or creates a hostile or degrading learning or working environment.
- Doggy Doo-Da-Da is striving to create an inclusive working environment that supports good relations between people and challenges prejudice, intolerance and discrimination in all its forms
- Doggy Doo-Da-Da will ensure that all our staff, work experience students and visitors, as well as those who apply or seek to apply to work, are treated fairly and are not discriminated against on any grounds, including those protected by the Equality Act 2010.

- Ensure that there are effective and sensitive support and complaint mechanisms in place, should anyone feel that they have either witnessed or experienced discrimination.
- Every opportunity will be given to staff to disclose any disabilities or other needs relating to 'protected characteristics' that they may have. Doggy Doo-Da-Da will promote a culture of inclusivity, in which individuals feel confident and safe to make a disclosure. It will provide reasonable adjustments in response to individual needs and will not disadvantage a member of staff on the basis of such needs.
- Data relevant to equality and diversity, or any of the protected characteristics is gathered and stored, it will be done so appropriately and in line with General Data Protection Regulations (GDPR) guidelines.
- Reasonable adjustments will be made to working arrangements and premises to ensure equal access by employees or potential employees who have a disability or a particular health concern.
- When drawing up contracts and service specification, Doggy Doo-Da-Da will ensure that external partners are made aware of their legal duties in relation to Equality Act 2010.

#### **Visitors, contractors and sub-contractors**

- Visitors, contractors and sub-contractors must comply with Doggy Doo-Da-Da Equality, Diversity and Inclusion Policy.
- All staff, students and others whom this policy applies to are responsible for ensuring that they read, understand and comply with this policy. They should seek clarification when required. Staff and students will be reminded of their responsibilities through appropriate Doggy Doo-Da-Da communication channels.

#### **Implementation**

Doggy Doo-Da-Da will ensure that:

- This policy is communicated to staff, applicants for employment, contractors and others working for Doggy Doo-Da-Da, including work experience students.
- Specific and appropriate duties in respect of implementing the equality, diversity and inclusion Policy are incorporated into job descriptions and work objectives of staff.
- Prompt action is taken to address any allegation of discrimination, victimisation or harassment.
- External contractors, sub-contractors and agencies are made aware of their responsibilities in relation to equality, diversity and inclusion.
- The Equality, Diversity and inclusion Policy will be reviewed regularly to ensure compliance.

#### **Complaints**

- Members of staff who believe they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the grievance procedure. A copy of the grievance procedure is available in the employee handbook.
- External parties and work experience students who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter directly with the business owner.

- Any person making a complaint will not be victimised. All complaints of discrimination, harassment or victimisation will be dealt with promptly and confidentially.
- Doggy Doo-Da-Da takes all allegations of discrimination, harassment or victimisation very seriously. If, on investigation, it is established that discrimination, harassment or victimisation has occurred, disciplinary action will be taken and may result in dismissal or permanent withdrawal from Doggy Doo-Da-Da.

### **Roles and responsibilities**

All staff, external contractors and work experience students are responsible for ensuring that they are compliant with the equality legislation and the codes of practice supporting it.

They are responsible for ensuring that they:

- Have read and understood the policy.
- Implement the policy in their day-to-day work and model behaviour that reflects the spirit of the policy.
- Treat people with respect and dignity in all their interactions.
- Notify their manager of any concerns about the conduct of other employees, students, visitors or third parties.
- Help to build an inclusive culture where diversity is valued, and people feel confident to bring their whole selves into the working environment.
- Challenge inappropriate and discriminatory language and behaviour by staff, students and other users of our services.