



Equality and Diversity Policy for Get up and Grow



Get Up And Grow Equality and Diversity Policy

EQUALITY, DIVERSITY AND INCLUSION

Get Up and Grow is committed to providing a work environment which fosters respect, enables equality of opportunity and values diversity - an environment in which everyone feels respected and able to give their best.

Our Commitment

Get Up and Grow is passionate about its people, and proud to offer the services we do. We understand that the performance and engagement of our employees is central to our success. Our goal is to create an environment in which everyone feels motivated to fulfil their potential and maximise their contribution. We are committed to the principles of equality, diversity and inclusion and strive to ensure equitable treatment throughout every aspect of employment; from recruitment to retirement. We want our workplace to reflect this ethos, so that we can all thrive in a culture where employees and those associated with the company are treated with dignity, where diversity is valued and where merit and performance alone influence career success.

Our Policy

We will operate in line with the Equality Act 2010, which sets out clear responsibilities on equality, opportunity and the elimination of discrimination, harassment and other inappropriate behaviours. We apply this approach to all aspects of difference, including the protected characteristics as set out within the Act (age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and to working hours or patterns, trade union membership and to spent criminal offences or any other criteria that cannot be shown to be justifiable.

We therefore expect everyone to behave in a respectful manner towards their colleagues and other individuals associated with the company by treating them with courtesy, consideration, dignity and respect.

This policy applies to colleagues both at work and at work-associated events such as meetings, conferences and parties and should equally be applied to the way in which we treat visitors, customers and suppliers.

Decisions relating to employment practices will be objective, free from bias and based upon relevant work criteria and individual merit. Examples of how we will apply this policy include (but are not limited to):

- Recruitment processes will be appropriate to the role. We will not ask for unnecessary information, nor list experience / qualifications that are not related to the role requirements. Applicants will be short-listed/selected on the basis of their capability to perform the role.
- Opportunities for training and development will be provided in a way that aligns to the best interest of both colleagues and company.

Dignity at Work

We expect colleagues to behave and act respectfully towards one another, in a manner which embraces an inclusive culture for ourselves, customers and other stakeholders.

Inappropriate and/or unacceptable behaviour including offensive banter, bias, bullying, discrimination, harassment and victimisation - will be challenged and such incidents investigated thoroughly.

Definitions and examples are given below but remember that at Get Up and Grow there is no place for unacceptable behaviour of any kind, and such behaviour will not be tolerated.

Discrimination

Discrimination means treating a person or group of people less favourably than you would another person or group of people in the same circumstances. The Equality Act 2010 includes various types of discrimination - direct and Indirect, associative and perceptive. The Act relates to discrimination based on the protected characteristics of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Discrimination, whether intentional or unintentional, is a serious matter and could result in both legal and disciplinary action.

Harassment and Bullying Harassment is unwanted conduct related to a protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that Individual. Whatever the form of harassment, it is characterised as unwanted behaviour by those exposed to it.

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate or injure the recipient.

These forms of inappropriate and unacceptable behaviours may be in person, in writing (including social media and email), or by other means and may include (but are not limited) to:

- spreading malicious rumours or insulting someone.
- copying memos/emails that are critical about someone to others who do not need to know.
- ridiculing or demeaning someone – picking on them or setting them up to fail.
- exclusion or victimisation.
- unfair treatment.
- overbearing supervision or other misuse of power or position.
- unwelcome sexual advances – touching, standing too close, display of offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected.
- making threats or comments about job security without foundation.
- preventing individuals from progressing by intentionally blocking promotion or training opportunities.

Victimisation

Victimisation relates to the unfair treatment of someone who has either themselves made a complaint previously (for example spoken up when they experienced discrimination) or has been connected to someone else who has made a complaint (for example, been a witness in a harassment case).

The Equality Act protects people in these circumstances from any detriment, for example being bullied or treated in a hostile way because of their previous involvement in a case or complaint.

Dignity at Work

All situations of unacceptable or inappropriate behaviour will be taken seriously, whether related to an individual witnessing or experiencing such behaviour.

Resolving a situation where a colleague believes they have experienced inappropriate behaviour can involve an informal or formal approach. Where someone feels able to, they should resolve the issue informally by raising the matter directly with the person who has been causing offence and asking them to stop. If the informal approach is not effective in resolving the issue satisfactorily, or where the complainant does not feel able to raise the matter in this way, they should contact their line manager.

We will deal with complaints robustly, promptly and where possible, in strictest confidence. If, because of our wider duty of care, it is judged necessary to break this confidentiality and pursue matters further, then any actions will be discussed beforehand with the individual raising the complaint.

Where someone is found to have acted inappropriately towards a fellow colleague, then he or she will be subject to disciplinary action up to and including dismissal. All parties involved in a complaint will be treated fairly at all stages of the process.

We will take all complaints seriously, and in doing so, any malicious or frivolous complaints may subsequently lead to disciplinary action against the complainant.

Equality, Diversity and Inclusion: Our Responsibilities

Get Up and Grow will endeavour to endorse and apply the spirit and intent of this policy and the legislative framework surrounding it.

However, everyone has a responsibility to observe and apply this policy at all times and an obligation to make a positive contribution towards engendering an environment of equal opportunity which is free from unfair discrimination and which embraces diversity.

We expect that everyone will cooperate fully with all the measures we put in place to ensure people are treated with dignity and respect. Where this is not the case, we will take appropriate action.

Where a case arises from people not directly employed by the company, such complaints will be taken seriously and will be pursued with the organisation concerned.

Contact us:

Whistleblowing Helpline

Hayley Watson

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:

Signed:  Date: 01.04.2024

This policy will next be reviewed on 01.04.2025