

# Bee N Spired Equality, Diversity and Inclusion Policy

Date of Last Review	N/A
Review Cycle	Annually
Date (Month/Year) of Next Review	01/2026
Date Policy was Ratified	31/01/2025
Name Lead for Writing/Review	Rees Davis-Campbell
Signed: RCampbell CEO	Date: 31/01/2025

## 1. Introduction

Bee N Spired is committed to building a diverse, inclusive, and equitable environment where everyone is treated with dignity and respect. We recognise the value of a diverse workforce and believe that all individuals should have equal opportunities, free from discrimination, harassment, or victimisation.

This policy outlines our commitment to equal opportunities in all aspects of our work, including employment, service provision, and partnerships, ensuring compliance with the **Equality Act 2010** and other relevant UK legislation.

## 2. Scope

This policy applies to all employees, volunteers, service users, suppliers, and anyone engaged with Bee N Spired, including contractors and consultants.

## 3. Legal Framework

This policy is designed to comply with the **Equality Act 2010**, which protects individuals from discrimination based on the following **protected characteristics**:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality, and ethnic or national origin)
- Religion or belief
- Sex

- Sexual orientation

## 4. Commitment to Equality

Bee N Spired is committed to:

- Providing an inclusive and supportive working environment.
- Ensuring fair recruitment, selection, training, promotion, and career development processes.
- Making reasonable adjustments for employees and service users with disabilities.
- Preventing discrimination, harassment, and victimisation in all areas of work.
- Encouraging diversity in leadership and decision-making roles.
- Ensuring equal access to our services, programs, and employment opportunities.

## 5. Recruitment & Employment Practices

- Recruitment and promotion decisions will be based on merit, experience, and skills, ensuring that all candidates are assessed fairly.
- Job descriptions and person specifications will be free from bias, and reasonable adjustments will be made for applicants with disabilities.
- Training and career development opportunities will be accessible to all employees.
- Any requests for flexible working arrangements, including parental leave and religious observance, will be considered fairly.

## 6. Anti-Discrimination & Harassment Measures

Bee N Spired has a **zero-tolerance policy** for discrimination, harassment, and victimisation. Any behaviour that creates an intimidating, hostile, degrading, humiliating, or offensive environment will not be tolerated.

Employees and service users who believe they have been subjected to discrimination or harassment are encouraged to report their concerns through the designated grievance procedure, with the assurance that all complaints will be handled sensitively and confidentially.

## 7. Reasonable Adjustments

Bee N Spired is committed to making reasonable adjustments to remove barriers faced by people with disabilities. This includes:

- Providing accessible premises and workspaces.
- Offering alternative formats for information and communication.
- Adapting work arrangements where possible to accommodate individual needs.

## 8. Responsibilities

- **Leadership & Management:** Senior staff and managers are responsible for ensuring this policy is implemented and upheld.
- **Employees & Volunteers:** Everyone within Bee N Spired is expected to adhere to this policy and contribute to a respectful and inclusive culture.
- **HR & Compliance:** Ensures that policies, procedures, and practices are reviewed regularly and align with current legislation.

## 9. Reporting & Complaints Procedure

If an individual believes that they have been discriminated against, harassed, or treated unfairly, they should:

1. **Raise the issue informally** with their manager or HR representative where appropriate.
2. **Submit a formal complaint** if the issue is not resolved or if informal resolution is not appropriate.
3. **Escalate concerns externally** (e.g., to the Equality and Human Rights Commission or ACAS) if internal procedures do not provide a satisfactory resolution.

All complaints will be taken seriously, investigated promptly, and dealt with in a fair and impartial manner.

## 10. Monitoring & Review

Bee N Spired will regularly review this policy to ensure it remains effective, legally compliant, and reflective of best practices. Diversity and inclusion data may be monitored anonymously to help improve policies and working conditions.