

# Inclusion, Diversity & Equality Statement

We value every individual and the unique skills, perspectives and contribution you bring to our business. We are committed to promoting an inclusive environment, where people are encouraged to develop to their full potential, feel valued, and treated with dignity and respect.

Inclusion, diversity and equality is critical to helping us grow our business, attract and retain talent, and engage with our people and clients.

## Inclusion:

Inclusion is about embracing our employees' differences, talents, beliefs, backgrounds, abilities and ways of working to create a culture where everyone feels they belong, are valued and respected.

## Diversity:

Diversity is about acceptance and respect. It means understanding that each of us is unique and recognising our individual differences. We treat our colleagues as individuals, allowing them to be themselves regardless of:

Gender	Marital and civil partnership status
Sexual orientation	Age
Pregnancy	Educational background
Gender identity	Physical and mental ability
Race or ethnicity	Caring responsibilities
Religion or religious belief	Political opinion
Culture	Physical appearance

## Equality:

Equality is about ensuring everybody has an equal chance to take up opportunities and is not treated differently or discriminated against because of their characteristics.

## Our Commitments

- We value all our colleagues for their contribution, and we celebrate diversity in all aspects of our business
- We want to create an inclusive workplace, where we embrace the similarities and differences of all our colleagues
- We aim to create a workforce that's representative of our society
- We promote equality of opportunity for everyone
- We're against all forms of unlawful and unfair discrimination
- We will support employees who have a disability, ensuring they are treated fairly and have access to the same opportunities as non-disabled employees.
- We are committed to providing a safe and supportive working environment, free from bullying and harassment
- We won't permit our employees to wear clothing or behave in a manner which may create an intimidating, hostile, degrading, humiliating or offensive environment for anyone.

## Your Responsibilities

We all have a responsibility to behave in a way that is respectful of others and to understand that our views and opinions may not always be the same as others.

Here are other some things you can do to help create an inclusive workplace:

- Try to understand other peoples' points of view and help them understand yours
- If you ever see inappropriate behaviour, challenge or report it
- If you challenge others, do so in a respectful way
- Be aware of different cultures and customs, and respect the benefits that diversity can bring
- Respect the confidentiality of individuals
- Deal with all individuals in an ethical and lawful way and with respect at all times
- Take responsibility for your own actions
- Look for solutions to problems and try to resolve issues constructively

## Reporting an Issue

We take allegations of discrimination extremely seriously and will deal with all concerns confidentially and speedily. If you wish to make a complaint regarding a breach of this policy, you should raise this with the Operations Director, who may request you to raise your concerns using the grievance procedure.

If your complaint relates to bullying, harassment or intimidation, you should refer to the section below on Bullying & Harassment.

## Monitoring

We collect and maintain data relating to diversity, enabling us to effectively monitor our practices and assess the success of our inclusion, diversity and equality initiatives.

## Compliance

This policy applies to all employees and contractors working for Skewb.

Whilst we trust our employees, if we do think you are in breach of this policy, we may need to kickstart a disciplinary procedure to address these concerns.

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If you have any queries relating to the content or application of this policy, please contact [Claire.crew@skewb.uk](mailto:Claire.crew@skewb.uk)