

Landward Research

# EQUITY, DIVERSITY, AND INCLUSION POLICY



LANDWARD  
RESEARCH

## Table of Contents

<b>1</b>	<b>EQUITY, DIVERSITY, AND INCLUSION POLICY STATEMENT .....</b>	<b>3</b>
1.1	Company Commitment	3
1.2	Our Statement	3
<b>2</b>	<b>EDI POLICY PURPOSE AND SCOPE .....</b>	<b>4</b>
2.1	Purpose	4
2.2	Scope	4
<b>3</b>	<b>COMMITMENTS.....</b>	<b>5</b>
3.1	Overarching commitments	5
3.2	Monitoring	6
3.3	Zero tolerance	6
3.4	Recruitment	6
3.5	Terms and Conditions of Employment	7
3.6	Promotion, training and development	7
3.7	Working environment	7
3.8	Challenging policy, practice and individuals	8
3.9	Working with partners	8
3.10	Complaints	8
<b>4</b>	<b>OTHER RELATED DOCUMENTATION.....</b>	<b>9</b>
<b>5</b>	<b>REVIEW.....</b>	<b>9</b>

# 1 Equity, Diversity, and Inclusion Policy Statement

## 1.1 Company Commitment

Landward Research is committed to encouraging equity, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each staff member to feel respected and able to give their best performance.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

This policy is written in accordance with The Equality Act 2010, ACAS and CIPD guidance, and best practice.

## 1.2 Our Statement

Our work takes place within the context of increased interconnection, inter-cultural interaction and cultural proximity and all the related benefits and challenges this brings.

We take a strategic and embedded EDI approach to nurture coherence and a joined up approach, that is sufficiently flexible to account for our geographical and cultural diversity.

We promote dignity and respect for all, and recognise that everyone is different and can make and bring their own unique contribution, experience, knowledge and skills to the organisation.

We recognise there is a business, moral and legal case for EDI.

**Name of most senior manager:** Kenneth Aitchison

**Role:** CEO and Founder

**Date:** 6<sup>th</sup> December 2021

## 2 EDI Policy Purpose and Scope

### 2.1 Purpose

The policy's purpose is to:

- Provide equity, fairness and respect for all in our employment, whether temporary, part-time or full-time,
- Demonstrate an inclusive organisational culture with values we consistently apply
- Ensure no customer, partner, job applicant, staff member, secondee, intern or volunteer (including Director) is unfairly or unlawfully discriminated against due to the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- 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, and selection for employment, promotion, training or other developmental opportunities

### 2.2 Scope

This policy applies equally and fully to all staff members of Landward Research Ltd and to staff members of all subsidiary companies of Landward Research Ltd (on 6<sup>th</sup> December 2021: Landward Research Teoranta, Landward Limited Liability Corporation and Landward Limited).

This policy applies to all areas of Landward Research work and to all staff, by which term we mean all employees, volunteers – including directors -, seconded staff, agency staff, interns, students on work placement and anyone who is subcontracted to undertake specific duties. Wherever this policy refers to staff or staff members it includes everyone mentioned here unless specifically stated otherwise.

The principles set out in this policy will also be reflected in all contracts and project plans. We will expect anyone we sub-contract or with whom we work in partnership

to work in line with this policy or to demonstrate that they have their own appropriate equality policy and practices in place.

It is a condition of employment that all staff members respect and act in accordance with this policy. Failure to do so will result in disciplinary procedures being instigated which could lead to dismissal.

All staff members will be required to read this policy on joining the organisation.

## 3 Commitments

### 3.1 Overarching Commitments

The organisation commits to:

- Encourage equity, diversity and inclusion in the workplace as they are good practice and business, moral and legal sense
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
  - This commitment includes making and all staff members aware of their rights and responsibilities under the equity, 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 they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow staff members, customers, suppliers and the public.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow staff members, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.
  - Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

- Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in 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.
- Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Base decisions concerning staff on merit (apart from any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

### **3.2 Monitoring**

Landward Research will maintain records of gender, ethnic origin, age and disability for all staff members and for internal and external job applicants.

This information will be collected and stored in line with the Data Protection Act 2018 (GDPR) and will only be used to monitor compliance with the principles of diversity, inclusion and equity. The information will be analysed at regular intervals by Human Resources.

### **3.3 Zero Tolerance**

Although treating anyone differently because they have one or more of the protected characteristics is illegal, the Equality Act 2010 specifies two types of discrimination that apply to all of the protected characteristics: direct discrimination and victimisation.

Landward Research has a zero-tolerance approach to any form of discrimination on the grounds of any of the protected characteristics, whether or not the Act applies the specific form of discrimination to a specific characteristic.

### **3.4 Recruitment**

Landward Research will:

- Operate fair and inclusive recruitment and employment practices to achieve our operational needs, including use of the 2 Tick scheme for disabled applicants.
- Work to achieve equity of opportunity in all areas of employment.
- Seek to maintain a diverse workforce that reflects the diversity of the communities we serve.

### **3.5 Terms And Conditions Of Employment**

We will not apply unjustifiable requirements in our terms of employment or working practices. Care will be taken to ensure that Landward Research's policies and procedures do not include elements which could unfairly or adversely impact on individuals or certain groups of staff or service users.

### **3.6 Promotion, Training And Development**

Selection for promotion will only be based on ability or demonstrated potential to do the job. All staff members will be encouraged to take advantage of available, relevant and suitable training and development opportunities.

### **3.7 Working Environment**

All efforts will be made to make adjustments wherever reasonably practicable for disabled staff, applicants for posts or any staff member making a reasonable request.

When Landward Research becomes aware that the employee has a disability, we will exercise our duty of care under the Equality Act 2010 and investigate what 'reasonable adjustments' can be made. Please refer to the Landward Research Reasonable Adjustments Policy for further details.

Reasonable adjustments could include making changes to the staff member's workstation or working equipment, working hours, and/or duties or tasks. This can help get people back to work quicker and prevent any further problems.

For the best course of action, the line manager and HR should take advice from, the staff member themselves, the staff member's doctor, and/or their occupational health adviser.

Landward Research aims to have a working environment and culture where everyone feels comfortable and treated with dignity and respect.

### **3.8 Challenging Policy, Practice And Individuals**

We are committed to respectful forms of challenge and healthy conflict resolution.

We actively encourage staff to challenge each other if they are feeling uncomfortable and expect them to do so if they notice that this policy is being breached. We will provide information so that staff can access appropriate support to deal with equity, diversity and inclusion issues which they cannot resolve themselves.

### **3.9 Working With Partners**

We will only seek to work with partners who share our commitment to equity, diversity and inclusion. We will also work with other community organisations where relevant to the project, to help us understand the issues of relevance to local communities and groups within those communities and ensure that they are fully included in our work in their area.

### **3.10 Complaints**

We will ensure that individual staff members who believe they have received treatment contrary to the principles of this policy can have their grievances dealt with quickly and confidentially in accordance with the Grievance Policy or the Dignity at Work Policy.

We will ensure that any customer, contractor, volunteer etc. making a complaint due to any incident which occurs contrary to this policy will have such complaints dealt with quickly and confidentially in accordance with our Complaints Policy and Procedures.



## 4 Other Related Documentation

Where necessary, this policy should be read in conjunction with other Landward Research Policies, such as:

- Reasonable Adjustment Policy
- Grievance Policy
- Disciplinary Policy
- Conduct Code
- Complaints Policy
- Procurement Policy
- Whistleblowing Policy
- Employee Wellbeing Policy
- Appeals Procedures – these are set out in each individual policy where these apply.

Relevant Legislation:

The Equality Act 2010

## 5 Review

Landward Research will review this policy on an ongoing basis and carry out a formal review not less than every 3 years. Such review shall take into account the operation of the Policy since the last formal review, any legal or regulatory developments, an assessment of current best practice any other relevant information.