



## Equality, diversity and inclusion policy

Accuracy Matters Ltd is committed to encouraging equality, diversity, and inclusion among our workforce, and eliminating any unlawful discrimination.

As an organisation, we value the range, expertise and experience a diverse workforce brings, which, assists us in providing continuous understanding and business improvement practices to our employees, clients, and customers.

We do all we can to ensure no one is treated less favourably and/or is disadvantaged by requirements or conditions, which cannot be shown to be justifiable.

All employees and freelance associates, whether permanent, temporary, full-time, or part-time, will be involved in creating an equal environment for all and one that values diversity.

This policy will be reviewed in accordance with legislation, however as a minimum, a business review will take place annually by the Senior Management team to ensure that the policy meets the needs and practices of the organisation, its employees, clients, and customers.

### Scope of the policy

This policy applies to all employees, customers, clients, freelance associates and any other third party the organisation chooses to employ or supply goods or services to.

Our organisation, in providing our services to clients and customers is also committed against any unlawful discrimination of our customers, clients or members of the public.

Employees and freelance associates of Accuracy Matters Ltd have a duty to act within this policy, ensure it is followed, draw attention to any suspected discriminatory acts and/or practices; and to be aware they are also personally liable under legislation for any act of unlawful discrimination.

### Aims of the policy

This policy is designed to ensure that Accuracy Matters Ltd complies with its obligations under the equality legislation ([Equality Act 2010](#)) and demonstrates our commitment to treating people equally and fairly.

Our aim is for our workforce to be truly representative of all sections of society and for our employees and freelance associates, customers, and clients to feel respected and able to give their best.

The organisation will do all it can to ensure it recruits, trains, and promotes people based on relevant qualifications, experience, and abilities for all roles within the organisation.

Accuracy Matters Ltd is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as 'protected characteristics' under the [Equality Act 2010](#)).

## The purpose

The purpose of this policy is to:

- provide equality, fairness, and respect for all in our employment, whether temporary, part-time, or full-time or on a consultancy basis
- not unlawfully discriminate because of 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.

The organisation commits to:

- encourage equality, diversity, and inclusion in the workplace as they are good practice and make business 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 the training of all our workforce about their rights and responsibilities under the equality, 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 employees, customers, clients, suppliers and members of the public.

- take seriously any complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, members of the public and any others during 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 may 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.
- ensure that decisions concerning staff are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under [the Equality Act](#)).

- review employment practices, policies, and procedures when necessary to ensure fairness, and, also update them to take account of changes in the legislation.
- monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.
- monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Any breaches to this policy will be dealt with in accordance with the organisation's disciplinary policy and may be deemed as a gross misconduct offence, which could result in dismissal without notice.

### The procedure

Employees and freelance associates who feel they have suffered any form of discrimination should raise the issue with a member of the senior management team and follow the grievance procedure where appropriate.

Employees and freelance associates should also use this approach if they feel they have been the subject of harassment from anyone whom is not an employee of Accuracy Matters Ltd. Accuracy Matters Ltd will not tolerate any form of harassment from third parties towards its employees and/or freelance associates and will take appropriate action to prevent this from happening.

This procedure should also be followed by any employee and/or freelance associate whom witnesses any form of behaviour they find offensive in relation 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, even if it is not directed at them.

### Further resources

<https://www.gov.uk/guidance/equality-act-2010-guidance#equalities-act-2010-legislation>