

**Equality, Diversity
and Inclusion Policy**

December 2023



**THE
PROGRESS
GROUP**

Policy Overview

The Progress Group and its subsidiaries are committed to encouraging equality, 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 employee to feel respected and able to give their best.

The Progress Group and its subsidiaries - in providing services are also committed against the unlawful discrimination of customers or the public.

Purpose of this policy

Provide equality, fairness, and respect for all our colleagues whether temporary, part-time, or full-time.

Not to unlawfully discriminate because of any of the protected characteristics identified by the Equality Act 2010 these protected characteristics are:

- age
- disability
- marriage or civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- 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
- selection for employment, promotion, training, or other developmental opportunities

Our Commitments

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 colleagues are recognised and valued.

This commitment includes training managers and all other colleagues about their rights and responsibilities under the equality, diversity, and inclusion policy. Responsibilities include colleagues conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination.

All colleagues 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 colleagues, customers, suppliers and the public.

Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow colleagues, customers, suppliers, visitors, the public and any others during the organisation's work activities.

Such acts will be dealt with as misconduct under The Progress Group'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 colleagues, 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.

Make decisions concerning colleagues being based 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 update them and the policy to take account of changes in the law.

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.

Agreement to follow this policy

The equality, diversity and inclusion policy are fully supported by the senior leadership team and The Board.

Disciplinary and Grievance

Details of the organisation’s grievance and disciplinary policies and procedures can be found under Policies on MiProgress This includes with whom a colleague should raise a grievance – usually their line manager.

Use of the organisation’s grievance or disciplinary procedures does not affect a colleagues right to make a claim to an employment tribunal within three months of the alleged discrimination.

Document Control Box	
Policy/Procedure Title:	Equality, Diversity, and Inclusion Policy
Date Updated:	December 2023
Approving Body:	Senior Leadership Team
Version:	2
Previous review Date:	N/A
Next review date:	December 2024
Policy Owner	Head of People