



Principle  
networks

# Equality

# Diversity &

# Inclusion Policy

Principle Networks



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## Introduction

Principle Networks is 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. Every employee is entitled to a working environment that promotes dignity and equality.

In providing goods and/or services, the company is also committed against unlawful discrimination of customers or the public.

## Purpose

1. Provide equality, fairness, and respect for all in our employment and business dealings

2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

- age
- disability
- gender reassignment
- marriage or civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

3. 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

## Scope and application

This policy applies equally to all permanent, temporary, full-time, or part-time, employees of the company. This policy also applies to contractors, consultants and/or anyone else engaged by or acting on behalf of Principle Networks.

Everyone acting on behalf of the company has personal responsibility for the application of this policy. This policy is also of particular relevance to managers and other employees who are responsible for or concerned with recruitment, training and promotion procedures and employment decisions which affect others.



This policy applies to all conduct that is related to work carried out for the company (e.g. at meetings, social events and social interactions with colleagues) or which may impact on company reputation (e.g. the expression of views on social media, contrary to the commitments expressed in this policy, that could be linked to Principle Networks).

The Equality, Diversity and Inclusion policy is fully supported at Director level.

## Our Commitments

The organisation commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense
2. 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 training managers and all other employees 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, suppliers and the public

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, 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.

4. 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.
5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. 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.
7. 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.

## Our disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures can be found in the company's Employee Handbook. This includes with whom an employee should raise a grievance – in the first instance this would usually be their line manager.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal in line with current legislation.

## Document Control

Version	Name	Revisions Made	Sign-off Date
1	Russell Crowley	New Document Created	01/05/2022

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