



## **ABLAZE EQUALITY, DIVERSITY AND INCLUSION POLICY**

Ablaze is dedicated to encouraging a supportive and inclusive culture amongst the whole workforce. It is within our best interest to promote diversity and eliminate discrimination in the workplace.

### **Introduction**

Ablaze seeks to ensure that all existing and potential employees are given equal opportunities in employment. No applicant or employee will receive less favourable treatment or be disadvantaged by conditions or requirements which cannot be shown to be justifiable on the grounds of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief or because someone is married or in a civil partnership (known as “protected characteristics”). No individual will be discriminated against due to association with another person who has a protected characteristic or based on a perception that s/he has a protected characteristic when in fact s/he does not.

All employees will be given equal opportunity and, where appropriate, special training to progress within the Company. We will not discriminate against any employee on the grounds of his or her personal views or activities except where these adversely affect or are likely to affect, the job or obligations of the Company.

Ablaze is committed to providing a work environment which is free of harassment and bullying and to ensuring that everyone is treated with dignity and respect. The Company has a separate dignity at work policy concerning issues of bullying and harassment.

Ablaze CEO, Sally Melvin, is responsible for this policy and its effective implementation. Sally Melvin will inform all employees that an equality and diversity policy is in operation and that they are obligated to comply with its requirements and promote fairness in the workplace. The policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

### **General Principles**

This policy applies to all Ablaze employees, to those who apply to Ablaze for a job and to all individuals working for Ablaze on a contract basis. You have a duty to co-operate with the Company in putting this policy into practice. This includes making sure that you do not act in a discriminatory way, or influence colleagues to harass, abuse, intimidate or threaten other employees.

All managers are responsible for adopting working practices and procedures which are free from discrimination and for ensuring that all employees properly observe and comply with this policy.

Any active discrimination (including harassment) or breach of this policy by any employee or contractor will be treated as a disciplinary matter. Where the breach is wilful and to the detriment of an individual or the Company, this may result in dismissal or termination of contract.

## **Customers, volunteers, suppliers and other people not employed by the Ablaze**

Ablaze will not discriminate unlawfully against customers using or seeking to use goods, facilities or services provided by Ablaze. Ablaze is committed to making reasonable adjustments, as appropriate, to overcome barriers to accessing or using its services caused by disability.

You should not discriminate against or harass a member of the public in the provision of services or goods.

You should report any bullying or harassment by customers, suppliers, visitors or others to their line manager who will take appropriate action.

## **Grievances**

If you believe that you have received treatment that is contrary to this policy or feel that you have been subjected to harassment or victimisation, you should first raise the matter with your line manager and, if felt necessary, pursue it through the Company's grievance procedure. Ablaze will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalized for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

## **Monitoring and review**

This policy will be monitored from time to time by the Company to assess its effectiveness and will be updated in accordance with any changes in legislation.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.

*This policy was last reviewed in May 2021 and will be reviewed each year.*