



Equality, Diversity, and Inclusion policy

Divine Buzz is committed to encouraging equality, diversity, and inclusion among our workforce while eliminating unlawful discrimination.

The aim of this policy is for our workforce to be truly representative of all sections of society and our customers and for each contractor, client, and employee/volunteer to feel respected and able to give their best.

The organisation, in providing services, is also committed to fighting against unlawful discrimination against its stakeholders and the public.

The purpose of the policy is to:

- Provide equality, fairness, and respect for all employees, whether temporary, part-time, full-time, or voluntary.
- Eliminate unlawful discrimination based on protected characteristics such as age, disability, gender reassignment, marriage, and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation, in accordance with the Equality Act 2010.
- Oppose and avoid all forms of unlawful discrimination in handling terms and conditions of a contract, grievances, and appeals, termination of a contract, as well as training or other developmental opportunities.

The organisation is committed to:

- Encouraging good practice regarding equality, diversity, and inclusion in the workplace is concerned.
- Creating a working environment free of bullying, harassment, victimisation, and unlawful discrimination; promoting dignity and respect for all; and creating an atmosphere where individual differences and the

contributions of all staff, volunteers, and contractors are recognised and valued.

- Training managers, contractors, and all other employees and volunteers about their rights and responsibilities under the Equality Act 2010 and in terms of diversity and inclusion.
- Promoting the understanding that all contractors, as well as their employers, will be held liable for actions amounting to bullying, harassment, victimisation, and unlawful discrimination in the discharge of their contract, against fellow contractors, employees, volunteers, participants, suppliers, and the public.
- Taking seriously all complaints of bullying, harassment, victimisation, and unlawful discrimination by fellow contractors, employees, volunteers, participants, suppliers, visitors, the public, and any others in the course of the organisation's work activities.
- Such actions 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 termination of the contract without notice.
- Dealing with sexual assault/harassment allegations under the Protection from Harassment Act 1997 may, in some cases, lead to criminal referrals to the police.
- Recruiting contractors on merit and ensuring that provision is made, where necessary, to recruit candidates with protected characteristics as outlined by the Equality Act 2010.
- Review contract practices and procedures when necessary to ensure fairness and to reflect changes in the law.
- Monitoring the workforce's makeup and being intentional about recruitment based on age, sex, ethnic background, sexual orientation, religion or belief, and disability where those gaps exist in the organisation. This is in the context of encouraging equality, diversity and inclusion in

accordance with the aims and commitments set out in the Equality, Diversity, and Inclusion policy.

- Monitoring the equality, diversity and inclusion policy, reviewing them annually, and undertaking actions to ensure it is fit for purpose.

The Equality, Diversity, and Inclusion policy is fully supported by senior management and has been agreed upon with concerned stakeholders.

Details of the organisation's grievance and disciplinary procedures can be found in the shared knowledge bank.

Use of the organisation's grievance and/or disciplinary procedures does not affect a contractor's right to make a claim within three months of the alleged discrimination.

Signed:



Date of Last Review: 30/010/2025

Print name: ELLEN OTCHERE

Date of Next Review :30/10/2026