



# EQUALITY AND DIVERSITY POLICY

**This applies to the Director and associated persons of EDGEdesign Ltd.**

## **1 Policy Statement**

1.1 EDGEdesign Limited is committed to equality, diversity and inclusion in all areas of our work. We aim to create a workplace and service environment where everyone is treated with fairness, dignity and respect, and where discrimination, harassment and victimisation are not tolerated. This policy supports our obligations under the Equality Act 2010, which protects individuals from discrimination based on the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality, ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

## **2 Purpose of This Policy**

2.1 This policy aims to:

- promote equality and fairness for all employees, applicants, clients and stakeholders
- prevent unlawful discrimination in all employment and service-delivery activities
- support an inclusive culture where individual differences are valued
- ensure compliance with the Equality Act 2010 and relevant professional codes (CIAT)

### **3 Our Commitments**

#### **3.1 We shall:**

- encourage equality, diversity and inclusion as good practice and business sense
- provide a workplace free from bullying, harassment and victimisation
- recognise and value individual contributions across the practice
- train employees on their responsibilities under this policy
- where additional persons are sought/employed ensure fair processes in:
  - recruitment and selection
  - pay and benefits
  - training and development
  - performance management
  - grievance and disciplinary procedures
  - redundancy and restructuring
- provide reasonable adjustments for future disabled employees and applicants
- monitor equality performance and take action where improvements are needed for future employees

These commitments reflect Acas best-practice guidance on equality and inclusion in the workplace

### **4 Responsibilities**

#### **4.1 The Director shall on appointment of others:**

- take all reasonable steps to prevent discrimination, harassment and victimisation
- ensure policies, procedures and decisions are free from bias
- provide training and support to help staff meet their responsibilities
- investigate complaints promptly, fairly and confidentially



- 4.2 Where persons are employed, they must:
- treat colleagues, clients and partners with respect
  - not discriminate, harass or victimise others
  - report concerns or breaches of this policy
  - cooperate with investigations and equality initiatives

## **5 Recruitment & Selection**

- 5.1 We will ensure that:
- job descriptions and adverts are inclusive and non-discriminatory
  - selection decisions are based solely on skills, experience and merit
  - shortlisting and interviews follow structured, fair processes
  - reasonable adjustments are offered to candidates who need them

## **6 Training & Development**

- 6.1 Where two or more people are employed, we commit to:
- providing equality and diversity training for all staff
  - ensuring equal access to development opportunities
  - supporting career progression based on merit and performance

## **7 Bullying, Harassment & Victimisation**

- 7.1 We will not tolerate any behaviour that undermines dignity at work.  
Examples include:
- offensive comments or jokes
  - unwanted conduct related to a protected characteristic
  - exclusion or unfair treatment
  - intimidation or retaliation for raising concerns



## 8 Raising Concerns

8.1 Future employees who believe they have been subject to discrimination or harassment should:

- report the issue to the Director
- use the formal grievance procedure if needed.
- request support (can be external) or adjustments where appropriate
- we will treat all complaints seriously and confidentially where possible

## 9 Monitoring & Review

9.1 We will:

- monitor workforce diversity (where appropriate and lawful).
- review this policy annually or following legislative changes.
- take action to address any identified inequalities.

**Please contact the Director, Dale Webster, if you wish to discuss any issue that is covered by this policy. EDGEidesign Ltd reserves the right to change this policy prior to the review date where exceptional circumstances apply.**

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The Director of EDGEidesign Ltd approved this policy on the 10<sup>th</sup> September 2025.

Signed:

A handwritten signature in black ink that reads "Dale Webster". The signature is written in a cursive style and is underlined with a single horizontal line.

Dale Webster, Director  
(Signed on behalf of EDGEidesign Ltd)

Next review date: September 2026