

Policy Booklet

Equality, Diversity & Inclusion (formally Equal Opportunities Policy)

Bauer is committed to encouraging Equality, Diversity and Inclusion (EDI) among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and for each employee to feel respected and able to give their best.

All opportunities for and during employment, will be afforded to individuals fairly and irrespective of age, disability, sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation, (“the protected characteristics”). We aim to create a working environment that is free from discrimination and harassment in any form in which all staff, customers, and associates are treated with dignity and respect.

The policy’s purpose is to:

- Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time;
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and 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, and selection for employment, promotion, training or other developmental opportunities.

Bauer commits to:

- 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 staff are recognised and valued;
- This commitment includes training managers and all other employees about their rights and responsibilities under the EDI policy.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others during 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.
- Recruitment and selection procedures will be free from bias or discrimination.

Policy Booklet

- Recruitment procedures will be conducted objectively and will be based upon specific and reasonable job-related criteria. Decisions regarding an individual's suitability for a role will be based on aptitude and ability.
- We will consider making appropriate reasonable adjustments to the recruitment process to ensure that disabled applicants are not disadvantaged. Reasonable adjustments will also be considered to ensure employees or other workers are not disadvantaged.
- We will consider taking appropriate positive action to enable or encourage applications from persons with a protected characteristic that is underrepresented in the organisation.
- We will appoint, train, develop and promote based on merit and ability to fully utilised and maximise the efficiency of the organisation.
- 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 EDI policy.

Our grievance procedure is available to any employee who believes they may have been unfairly discriminated against. If a complaint of unfair discrimination is against your own immediate Line Manager or Supervisor, then please report the matter confidentially to the HR Department who will make appropriate arrangements for the complaint to be considered.

Disciplinary action will be taken against any employee who is found to have committed an act of unlawful or otherwise improper or inappropriate discrimination or harassment. Discriminatory conduct against any of the protected characteristics will be treated as instances of gross misconduct and will be dealt with accordingly.

Full details of the grievance and disciplinary policies and procedures can be found within the Employee Handbook.

Bauer has overall responsibility for the effective operation of this policy and for ensuring compliance with the Equality Act 2010 and associated legislation and for observing relevant Codes of Practice.

The HR Department is responsible for monitoring and reviewing the policy and for ensuring that all employment-related policies, procedures and practices adhere to this policy.

All staff have a responsibility not to discriminate or harass other staff and associates either in person or online and to report any such behaviour of which they become aware of to their Line Manager, Supervisor or the HR Department.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, during their employment, against fellow employees, customers, suppliers and the public

Policy Booklet

Line Managers/Supervisors are responsible for implementing the EDI policy and must apply the policy as part of their day-to-day management of the Company. All Line Managers/Supervisors will receive specific training in this policy.

The EDI policy is fully supported by Senior Management. In case of any doubt or concern about the application of our policy in any circumstances or, if you would like to have further guidance about Equality Act and best practice in general, please contact the HR Department.

This includes with whom an employee should raise a grievance – usually their Line Manager.

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



Michael Jones
Managing Director
April 2021