

## Equality, Diversity and Inclusion Policy

### Contents

Policy Statement .....	2
Scope.....	2
Commitment .....	2
Responsibilities .....	3
Implementation, Monitoring and Review.....	3
Training .....	4
Complaints Procedures related to Equality, Diversity and Inclusion.....	4
Version Information .....	5

## Equality, Diversity and Inclusion Policy

### Policy Statement

MERCURI INTERNATIONAL (UK) LTD recognises that providing equality of opportunity, valuing diversity and promoting a culture of inclusion are vital to our success.

We want our staff and learners to reflect the diversity of the regional, national, and international communities that we serve and influence. We aim to be a place where people can be free to be themselves no matter what their identity or background.

By creating a working, learning and social environment in which individuals can utilise their skills and talents to the full without fear of prejudice or harassment, we aim to create a culture where everyone can reach their fullest potential.

We will ensure that equality is embedded in all of our activities, policies and decisions and will work with our partners to share good practice. Key to this is our commitment to implementing a programme of activity to progress our equality aims and objectives.

### Scope

This policy applies to all current and potential learners and staff working within MERCURI INTERNATIONAL (UK) LTD on a paid or voluntary basis, internal or external Assessors, consultants, and visitors or contractors who visit our premises. It covers discrimination on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief, sex or sexual orientation as set out in the Equality Act (2010).

### Commitment

Equality is at the heart of MERCURI INTERNATIONAL (UK) LTD's Strategy which sets out our values and goals. Our aim is to make full use of people's talents and skills by creating an open and inclusive workplace culture where people from all backgrounds can work together with dignity and respect.

We will take active steps to fulfil our responsibilities and promote good practice by:

- Complying with legal obligations in a transparent manner
- Developing and publishing company-wide diversity objectives as well as mainstreaming equality, diversity and inclusion (EDI) in to the company's planning process for all departments
- Publishing this policy widely amongst staff and learners, together with policy assessments, equality analysis and results of monitoring
- Assessing the impact of policies and practices to identify, remove or mitigate any disadvantage to underrepresented groups
- Taking measures to eliminate discrimination
- Taking action to redress any gender, racial or other imbalance including monitoring the recruitment and progress of all learners and staff, collecting and collating equalities information and data and publishing this as required, and acting on any inequality revealed by the data.

## Equality, Diversity and Inclusion Policy

- Fostering good relations between persons who share a protected characteristic and persons who do not
- Promoting awareness and understanding of EDI matters among staff and learners through policies, training, guidance and campaigns
- Engaging with staff and learners in respect of changes which may affect their employment or study
- Ensuring that existing staff and learners, as well as applicants to work or study, are treated fairly and judged solely on merit and by reference to their skills and abilities
- Raising awareness of our policies and commitment to EDI with external suppliers, contractors and partners and encouraging them to follow similar good practice
- Ensuring the company's estate is, as far as reasonably possible, welcoming and accessible to all
- Making sure reasonable adjustments are made, as appropriate, to enable disabled staff and learners to overcome barriers in the working, learning and social environment
- Requiring that learning and teaching material, where practical, includes positive, diverse, non-stereotypical content
- Ensuring staff and learners are provided with appropriate tools so that they feel confident to discuss EDI issues and raise any concerns
- Dealing with potential and actual acts of discrimination, harassment and bullying appropriately under relevant company policy and taking appropriate action where necessary
- Consulting with staff & learners on EDI issues through existing mechanisms

## Responsibilities

- All staff and learners within MERCURI INTERNATIONAL (UK) LTD have a responsibility to promote EDI.
- The Managing Director has ultimate responsibility for ensuring that this policy is fully implemented.
- The Managing Director, supported by the MERCURI INTERNATIONAL (UK) LTD team, is responsible for leading the implementation of the company's strategy in relation to equality, diversity and inclusion for both staff and learners.
- The Equality, Diversity and Inclusion Lead has responsibility for the co-ordination, support and delivery of this work.

## Implementation, Monitoring and Review

This Policy will be implemented and reviewed through the company's Equality and Diversity Action Plan. Progress against actions and objectives will also be reported to the Managing Director on a quarterly basis and the Action Plan updated and circulated to all relevant parties. Any relevant risks or issues will be escalated as per the company's Risk Register process.

We will assess the impact of this Policy by monitoring as follows:

## Equality, Diversity and Inclusion Policy

- Collection & analysis of staff monitoring data with regard to recruitment, training, promotion, re-grading and complaints and report this information annually to the Board of Directors
- Collection & analysis of student monitoring data with regard to recruitment, progression and completion and report this information annually to the Board of Directors.

This Policy will be reviewed on annual basis to ensure that it reflects best practice and current legislation. We will consult widely with the Board of Directors, training teams and other stakeholders.

### Training

All staff are required to take part in EDI training appropriate to their role with new staff required to take EDI training as part of their induction. Information on all related training is available on request.

### Complaints Procedures related to Equality, Diversity and Inclusion

The company expects all members of staff and learners to treat others equitably, with dignity and respect. Any members of our company who believe they have been discriminated against, harassed or bullied have the right to make a complaint free from victimisation or fear of retaliation.

When making a complaint, normally the matter should be raised informally in the first instance with the individual's line manager

Making a complaint does not prejudice an individual's right to make use of other procedures, including the Respect at Work or Study policies or Grievance procedures.

We aim to support and protect anyone who makes a complaint, or who acts as a witness, under these procedures from victimisation or retaliation.

Members of the public should address complaints to [info@mercuri.co.uk](mailto:info@mercuri.co.uk) in the first instance.

## Equality, Diversity and Inclusion Policy

### Version Information

<b>Policy Title</b>	<b>Equality, Diversity and Inclusion Policy</b>	
<b>Policy version number</b>	MERUK-103	
<b>Latest version date</b>	18/12/18	
<b>New review date</b>	Dec 2019	
<b>Owner</b>	Risk Management & Compliance	
<b>Version History</b>	<b>Version date</b>	<b>Change summary</b>
	18/12/18	Document creation