

# Diversity and inclusion policy

## Principles

ONR is committed to valuing diversity and inclusion. We will encourage new ideas and different perspectives, recognising the individuality of each of us and realising our strengths from the diversity of ideas, opinions and cultures. We will treat everyone with dignity and respect, providing equal access to opportunities for all and challenging unacceptable behaviours so that nobody's talent goes to waste.

We want to have a workplace that is open and supportive at every level, and free from [bullying, harassment](#) and discrimination. We must ensure that all forms of inappropriate behaviour and language and bias (both conscious and unconscious) are eliminated and confidently and appropriately challenged.

## Policy

This policy covers all employees, contractors, temporary workers and prospective employees. The policy applies to all aspects of employment, from recruitment and selection through to termination of employment. It includes, but is not limited to, 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.

## The Equality Act 2010

The Equality Act 2010 is concerned with discrimination in respect of specific '[protected characteristics](#)'. They are:

- age
- disability
- sexual orientation
- religion and belief
- race
- sex
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity.

## Public Sector Equality Duty

The [public sector equality duty](#) is a set of provisions within the [Equality Act 2010](#) that apply to us as an employer, and a regulator. Complying with the equality duty means that we need to be conscious about equality when we make decisions. The duty says that in delivering our work we must have 'due regard' to the need to:

- Eliminate unlawful discrimination, harassment and victimisation or any other conduct prohibited by the Equality Act 2010.
- Advance equality of opportunity between people who share a '[protected characteristic](#)' and those who do not share it.
- Foster good relations between people who share a [protected characteristic](#) and people who do not share it.

Please see [definitions](#) of some common Diversity and Inclusion legal terms that you may come across. These are listed in alphabetical order.

## Responsibilities

**As an employer we are committed to:**

- Creating a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. The Bullying and Harassment Policy and Procedure explains our approach to managing bullying and harassment in the workplace.
- Making sure that our policies and procedures comply with employment and equality legislation. This commitment includes training managers and all other employees about their rights and responsibilities under the Diversity and Inclusion Policy.
- Evaluating the impact of our policies, services and functions and making changes to them where they impact unfairly or adversely on any group(s). Monitoring will also include assessing how the Diversity and Inclusion Policy is working in practice and considering and taking action to address any issues
- Making sure that selection for employment, promotion, training or any other benefit is on the basis of merit and ability.
- Making workplace adjustments for disabled staff.
- Ensuring that all employees are helped and encouraged to develop their full potential.
- Ensuring that training, development and progression opportunities are available to all colleagues.
- Collecting, monitoring and analysing the diversity of applicants and our workforce.
- Making sure that colleagues involved in recruitment and selection decisions are properly trained on diversity and inclusion issues.
- Ensuring the ONR accommodation is, as far as reasonably possible, accessible to all

**As a Career and Development Manager you are responsible for making sure that:**

- you provide support and direction to colleagues reporting to you about the behaviours expected of them at work
- you are a role model for good behaviour, guided by the ONR Behavioural Framework
- you deal quickly and effectively with concerns and complaints, especially relating to diversity and inclusion or bullying and harassment.
- all new starters to ONR complete diversity and inclusion training within the first three months of employment.
- colleagues are encouraged, supported and enabled to reach their full potential
- together with HR, employees are effectively supported at work, and that any necessary modifications are made to working arrangements, for example, by making reasonable adjustments for disabled employees.

**As a staff member:**

- We are all responsible for making sure that our behaviour and actions do not amount to discrimination, harassment, bullying or victimisation in any way. All colleagues should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, stakeholders and the people we come into contact with. Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice
- Sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to

circumstances where harassment relates to a protected characteristic – is a criminal offence

- We are all responsible for raising any breaches of the Diversity and Inclusion Policy, or [Bullying and Harassment Policy](#), with our Career and Development Manager, HR, TU Reps or through the Confidential Advisor Network.

The Diversity and Inclusion Policy is fully supported by senior management and has been agreed with trade unions.

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