



## **Equality and Diversity policy**

Baxter and Bailey are dedicated to encouraging a supportive and inclusive culture amongst the whole workforce. It is within our best interest to promote diversity and eliminate discrimination in the workplace.

Our aim is to ensure that all employees and job applicants are given an equal opportunity and that our company is representative of all sections of society.

This policy reinforces our commitment to providing equality and fairness to all at Baxter and Bailey, and does not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination.

All employees will be given help and encouragement to develop their full potential, therefore, the skills and resources of Baxter and Bailey will be fully utilised and we will maximise the efficiency of our team.

As part of the induction process, Baxter and Bailey will inform all employees that an equality and diversity policy is in operation and that they are obligated to comply with its requirements and promote fairness in the workplace. The policy will also be drawn to the attention of our clients, associates and job applicants.

## **Working practices**

- Create an environment in which individual differences and the contributions of all team members are recognised and valued.
- Create a working environment that promotes dignity and respect for every employee.
- Zero tolerance of any form of intimidation, bullying, or harassment, and to discipline those that breach this policy.
- To make training, development, and progression opportunities available to all staff.
- To promote equality in the workplace, which we believe is good management practice and makes sound business sense.
- To encourage anyone who feels they have been subject to discrimination or harassment to raise their concerns so we can apply corrective measures.
- To regularly review all our employment practices and procedures so that fairness is maintained at all times.

Baxter and Bailey's Equality and Diversity policy is fully supported by senior management and is monitored and reviewed annually to ensure that equality and diversity is continually promoted within the company.

*Last updated: March 2019*

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