

Equality, Diversity and Inclusion Policy

Statement

Bryson Products Ltd. is fully committed to providing equal opportunities for all employees, workers, and job applicants. Bryson Products Ltd. aims to create a culture that encourages and values diversity and that appoints, rewards, and promotes staff based on merit.

It is unlawful to discriminate against any employee, worker, or job applicant because of any "protected characteristic", namely age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation.

The aim of the policy is to ensure no job applicant or employee is discriminated against either directly or indirectly on any unlawful grounds.

Bryson Products Ltd. has overall responsibility for ensuring that this policy is implemented in accordance with the appropriate statutory requirements, and full account will be taken of all available guidance and in particular, any relevant Codes of Practice.

Bryson Products Ltd. will ensure that the policy is circulated to any agencies responsible for its recruitment, and a copy of the policy will be made available for all employees and made known to all applicants for employment.

The policy will be communicated to all private contractors, reminding them of their responsibilities towards the equality of opportunity.

Bryson Products Ltd. will maintain a neutral working environment in which no worker feels under threat or intimidated.

Discrimination is unacceptable and breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

Recruitment, Selection and Career Development

Bryson Products Ltd. will endeavour, through appropriate training, to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

Promotion and career development will be made on merit. If you have any specific needs, Bryson Products Ltd. will accommodate and support you as far as practicable. All decisions relating to this will be made within the overall framework and principles of this policy.

Job descriptions, where used, will be in line with this equality, diversity, and inclusion policy. Job requirements will be reflected accurately in any person's specifications.

Bryson Products Ltd. will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

Bryson Products Ltd. will not confine its recruitment to areas or social media sources that provide only or mainly applicants of a particular group. All applicants who apply for jobs with Bryson Products Ltd. will receive fair treatment and will be considered solely on their ability to do the job.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Shortlisting and interviewing will be carried out by more than one person where possible. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

Bryson Products Ltd. will not reject any applicant because they are unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

Harassment Policy

Bryson Products Ltd. will not tolerate any form of harassment or bullying. The purpose of this policy is to inform employees of the type of behaviour that is totally unacceptable and to explain what solutions there are for employees who may suffer harassment or bullying.

Bryson Products Ltd. intends to provide a neutral working environment where no one feels threatened or intimidated.

Harassment is a discriminatory act and is also a criminal offence. It is very difficult to define as it can take many forms, but in the main, it takes the form of unwanted behaviour by one employee towards another, for example:

- Patronising or belittling comments.
- Comments about appearance/body/clothes.
- Displaying offensive or sexually explicit material.

Please remember the test is that the behaviour is **UNWELCOME, UNINVITED AND UNRECIPROCATED.**

Bullying may be described as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine or humiliate the recipient. Bullying may be physical, verbal, or non-verbal conduct. Obvious examples are:

- Threats of or actual physical violence.
- Unpleasant or over-repeated jokes about a person.
- Unfair or impractical work loading.



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Procedure

If you encounter an incident of this nature, you may prefer to attempt to resolve the problem informally if you feel able to do so. It may be possible to explain to the person engaging in the unwanted conduct that their behaviour offends you or makes you feel uncomfortable, and this behaviour is not welcome and must stop. If this is too difficult for you to do on your own, support should be sought from the Managing Director or the Chairman to intervene on an informal basis.

When or if the informal approach fails or if you believe that the harassment or bullying is of a very serious nature, you must bring the matter to the attention of the Managing Director or the Chairman. If possible, you should keep notes of the harassment or bullying so that the formal complaint can be investigated, including the act's date, time, and whereabouts.

If you make a formal complaint, it will be dealt with under the grievance procedure, and all possible actions will be taken to separate you from the alleged harasser or bully.

If you bring a complaint of harassment or bullying, you will not be victimised for having brought the complaint. However, following a full investigation, if Bryson Products Ltd. Has grounds to believe that the complaint was brought with malicious intent, you will be subject to disciplinary action under Bryson Products Ltd.'s disciplinary procedure.

Bryson Products Ltd.'s appeal procedures apply to appeals against decisions made under the equality, diversity and inclusion and discrimination policy and the harassment policy.

For and on behalf of Bryson Products Ltd

Signed:



Mark Reiner
Chairman

Date: 13 September 2023

Review Date: 12 September 2024