

Diversity and Inclusion Policy

Equality and Diversity Policy

Purpose

This policy sets out Skyline Whitespace's approach to equality and diversity. Skyline Whitespace is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work.

Skyline Whitespace aims to be an inclusive organisation, committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees, and to pro-actively tackling and eliminating discrimination.

Equality and Diversity at Skyline Whitespace

At Whitespace, we consider that equality means breaking down barriers, eliminating discrimination and ensuring equal opportunities and access for all groups both in employment, and to goods and services.

We consider diversity to mean celebrating difference and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for the group too.

We acknowledge that equality and diversity are not inter-changeable but inter-dependent. There can be no equality of opportunity if difference is not valued and harnessed.

Scope

The rights and obligations set out in this policy apply equally to all employees, whether part time or full time, freelance or fixed-term contract, and also to associated persons such as secondees, agency staff, contractors and others employed under a contract of service.

You have personal responsibility for the application of this policy. As part of your employee induction, you are expected to read and familiarise yourself with this policy, ensure that this policy is properly observed and fully complied with.

This policy is also of particular relevance to directors, line managers and other employees concerned with recruitment, training and promotion procedures and employment decisions which affect other

Skyline Whitespace's Commitment

Every employee is entitled to a working environment that promotes dignity, equality and respect for all. Skyline Whitespace will not tolerate any acts of unlawful or unfair discrimination (including harassment) committed against an employee, contractor, job applicant or visitor because of a protected characteristic. We are dedicated to:

- Promoting equality of opportunity and fairness in employment.
- Proactively eliminating discrimination, harassment, and victimisation on the grounds of race, ethnicity, nationality, gender identity, sexual orientation, age, religion or belief, disability, marital status, pregnancy and maternity, or any other characteristic protected by law.
- Encouraging and supporting diverse perspectives and talents, ensuring every individual has the opportunity to contribute and succeed.

- Maintaining a culture of zero tolerance toward any form of discrimination, harassment, bullying, or victimisation in the workplace.

Discrimination on the basis of work pattern (part-time working, fixed term contract, flexible working) which is unjustifiable will also not be tolerated.

All employees will be encouraged to develop their skills and fulfil their potential and to take advantage of training, development and progression opportunities in the Skyline Whitespace. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability.

No form of intimidation, bullying or harassment will be tolerated. If you believe that you may have suffered discrimination because of any of the above protected characteristics, you should consider the discussion in the first instance with your line manager or another colleague in a relevant position of seniority. You may decide in the alternative to raise the matter through Skyline Whitespace's Grievance Policy. For types of discrimination see the Annex to this policy. A person found to have breached this policy may be subject to disciplinary action under Skyline Whitespace's Disciplinary Policy.

Legal Framework

Skyline Whitespace adheres to the requirements set out by the following UK laws, ensuring we meet or exceed all relevant legal obligations:

- The Equality Act 2010
- The Employment Rights Act 1996
- The Human Rights Act 1998
- The Rehabilitation of Offenders Act 1974
- Other relevant statutory and regulatory requirements regarding diversity, inclusion, and employment practices.

Anti-Bias and Harassment Training

To ensure all employees understand the importance of inclusivity and non-discriminatory practices, Skyline Whitespace mandates that all new employees, regardless of role, complete anti-bias and harassment training as part of their onboarding process. This training includes:

- Awareness of unconscious biases and how they may impact decision-making.
- Practical strategies to counteract bias and promote fairness in the workplace.
- Detailed guidance on recognising and preventing harassment, discrimination, and bullying.

Training will be updated regularly to reflect the latest developments in best practices and legal standards. Ongoing refresher training will be provided to all employees to reinforce these principles.

Recruitment, Hiring, and Promotion

Skyline Whitespace is committed to creating a transparent, fair, and inclusive recruitment process. Our hiring practices aim to:

- Ensure that job opportunities are accessible to a broad and diverse pool of applicants.
- Make recruitment decisions based solely on merit, ensuring that the most qualified candidates are selected based on skills, experience, and potential.
- Actively seek out and address barriers to the recruitment and retention of underrepresented groups.
- Provide equal opportunities for professional growth and development, ensuring promotions are based on performance and ability without bias.

Flexible Working and Family-Friendly Policies

Skyline Whitespace recognises that supporting employees' work-life balance is key to building an inclusive and productive workplace. We offer flexible working arrangements to accommodate the diverse needs of our workforce, including:

- Flexible hours, remote working options, and part-time opportunities where possible.
- Equal treatment for parental leave and related benefits, ensuring all employees, regardless of gender or family status, have access to support during significant life events.

Addressing Discrimination and Harassment

Skyline Whitespace will not tolerate any form of discrimination, harassment, or bullying. Any employee who feels they have been treated unfairly or subjected to inappropriate conduct is encouraged to report it promptly. Complaints will be addressed swiftly and confidentially through the following procedures:

- Employees can raise concerns informally with their line manager or directly to the HR department.
- We also have anonymous reporting tools in place to allow employees to contact HR confidentially.
- A formal grievance procedure is in place to ensure thorough investigation and fair resolution of all complaints.
- Employees will not be penalised for raising concerns or making complaints in good faith.

Monitoring and Accountability

Skyline Whitespace will regularly review its policies and practices to ensure they promote an inclusive environment. This includes:

- Collecting and analysing data on recruitment, retention, and progression of employees from diverse backgrounds.
- Conducting periodic surveys to gauge employee experiences of inclusion and diversity in the workplace.
- Setting measurable diversity and inclusion targets and holding senior leadership accountable for progress.

Conclusion

Skyline Whitespace is committed to being a leader in diversity and inclusion. We believe that by valuing and supporting every individual, we can create a stronger, more innovative, and more successful company. Our dedication to fairness, respect, and equality will continue to guide our actions and shape our future.

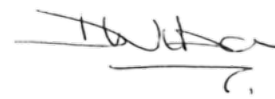
This policy was last updated January 2025 and will be reviewed January 2026.

Signed:



Jack Stevens
Human Resources Manager

Signed:



Dave Wilson
Managing Director

ANNEX - types of discrimination

There are various types of discrimination prohibited by this policy. The main types are:

Direct discrimination

Direct discrimination occurs where one person is treated less favourably than another because of a protected characteristic set out in this policy. By way of example, refusing to promote a pregnant employee on the basis that she is shortly due to go on maternity leave would be direct discrimination on the protected characteristic of the employee's sex. Other types of direct discrimination are:

- Associative discrimination - this is direct discrimination against someone because they associate with another person who possesses a protected characteristic. For example, an employee is discriminated against because his/her son is disabled.
- Perceptive discrimination - this is direct discrimination against an individual because others think they possess a particular protected characteristic. For example, where co-workers believe the individual is gay. It applies even if the person does not actually possess that characteristic.

Indirect discrimination

Indirect discrimination occurs when an unjustifiable requirement or condition is applied, which appears to be the same for all, but which has a disproportionate, adverse effect on one group of people. This is discrimination even though there was no intention to discriminate. For example, a requirement for UK based qualifications could disadvantage applicants who have obtained their qualifications outside of the UK; this could amount to indirect discrimination on the grounds of race.

Victimisation

Victimisation is where an employee is treated less favourably than others because they have asserted legal rights against Whitespace or assisted a colleague in doing so. For example, victimisation may occur where an employee has raised a genuine grievance against Whitespace and is demoted as a result.

Harassment

Harassment is "unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual." It is important to remember that it is not the intention of the harasser but how the recipient perceives their behaviour, which determines whether harassment has occurred. Please see our Bullying and Harassment Policy, for further details of how Whitespace will deal with bullying and harassment.