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Equality, Diversity and Inclusion policy



Touchdown PR is fully committed to encouraging equality, diversity and inclusion, and eliminating all unlawful discrimination.

The aim is for our team to be truly representative of all sections of society, to feel respected and able to give their best at all times.

Touchdown commits to:

Encourage equality, diversity and inclusion in its workplace because this is best practice and makes business sense.

Create a working environment **free of bullying, harassment, victimisation and unlawful discrimination**, promoting dignity and respect for all.

Create a working environment where individual differences and the contributions of **all employees are recognised and valued**.

Train managers and all other employees about their rights and responsibilities under the **Equality, Diversity and Inclusion Policy**. Responsibilities include staff conducting themselves to help the company provide equal opportunities in employment and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as Touchdown, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against other employees, clients, suppliers and the public (such as potential new recruits).

Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by employees, clients, suppliers, visitors, the public and any others in the course of the companies work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken.

In addition, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations.

Make opportunities for training, development and progress available to all employees, who will be helped and encouraged to develop to their full potential, so their talents can be fully utilised to maximise the success of Touchdown. **Make decisions concerning employees based on merit only.**



Review employment practices and procedures to **ensure fairness**, updating them and this policy regularly to take account of any changes in the law and ensuring no discrimination is brought to any social demographic.

Monitor the make-up of the workforce regarding information such as **age, sex, ethnic background, sexual orientation, religion or belief, and disability** in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the Equality, Diversity and Inclusion Policy.

Monitoring will also include assessing how the Equality, Diversity and Inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and **taking action to address any issues**.

This Equality, Diversity and Inclusion policy is fully supported by senior management and has been agreed and **reviewed by the Touchdown Diversity and Inclusion Committee**.

The policy's purpose is to:

- Provide **equality, fairness and respect for all in our employment**, whether part-time or full-time.
- Not **unlawfully discriminate any employee or client** due to their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation, all outlined in the Equality Act 2010 as protected characteristics.
- Avoid all forms of **unlawful discrimination across pay and benefits**, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, selection for employment, promotion, training or other developmental opportunities.

