



Equality, Diversity, and Inclusion Policy Statement

Introduction

At Priority Graphics, we are committed to creating a workplace where everyone feels valued, respected, and empowered. Our focus on equality, diversity, and inclusion (EDI) is integral to our core values and essential for fostering innovation, driving business success, and contributing positively to society.

Our Commitment

We believe that a diverse and inclusive workplace is fundamental to our success. We are committed to:

- **Equality:** Ensuring all employees have equal access to opportunities and resources.
- **Diversity:** Embracing and valuing the differences among our employees, including race, gender, age, sexual orientation, disability, and background.
- **Inclusion:** Creating an environment where everyone feels respected, heard, and included.

Objectives and Implementation Strategies

1. Creating a Great Place to Work

- By 2026, we aim to increase employee satisfaction by 20% and gender diversity in roles by 15%.
- **How We'll Do It:**
 - **Health and Wellness Programs:** We will encourage good health and well-being within the workplace and will continue to look for ways that we can do better.
 - **Training and Development:** Providing continuous learning opportunities to help employees grow and succeed.
 - **Gender Equality:** We'll establish mentorship programs and ensure equal opportunities for roles.
 - **Positive Work Culture:** Organising team-building activities and maintaining open communication.
 - **Fair Wages and Safe Conditions:** Ensuring all employees are paid fairly and work in safe conditions.

2. Supplier Engagement

- Engage with suppliers who share our commitment to EDI and ethical practices.
- **How We'll Do It:**
 - **Fair Labour Practices:** Partnering with suppliers who uphold fair labour standards.
 - **Diversity and Inclusion:** Supporting suppliers with strong diversity and inclusion policies.
 - **Ethical Sourcing:** Prioritising suppliers who demonstrate ethical sourcing and community engagement.

3. Training and Awareness

- Increase awareness and understanding of EDI principles across the organisation.
- How We'll Do It:
 - Employee Training: Providing regular training sessions on EDI principles and practices.
 - Continuous Education: Offering resources and workshops to empower employees to make informed decisions aligned with our EDI goals.
 - Inclusive Policies: Regularly reviewing and updating our policies to ensure they promote equality, diversity, and inclusion.

Performance Measurement

Key performance indicators (KPIs) will be established to monitor and measure our progress towards our EDI goals. These indicators may include employee satisfaction scores, diversity metrics, and participation rates in training and development programs.

Continuous Improvement

We are committed to continuous improvement in our EDI practices. The EDI Policy will be regularly reviewed and updated to reflect evolving best practices and the needs of our workforce. We will seek opportunities for innovation and collaboration to drive positive change.

This Equality, Diversity, and Inclusion Policy Statement reflects our dedication to fostering a supportive and inclusive work environment. By integrating EDI principles into our operations, we aim to create a positive and equitable workplace for all our employees, driving success and making a lasting impact on our organisation and the broader community.

Equality, diversity and inclusion policy

The Company is fully committed to providing equal opportunities for all employees, workers and job applicants. The Company 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 and 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.

The Company 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.

The Company 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.

The Company 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.

Language

It is important to understand the different language that is used to describe identity, as this can be a difficult and sensitive area, and is continually evolving. For example:

Some people have a gender identity that does not match the gender they were assigned at birth. This is known as being ‘transgender’ or ‘trans’, and commonly includes those within the protected characteristic of gender reassignment contained within Equality legislation as well as those with non- binary identities;

‘Non-binary’ is used to describe someone who does not identify as male or female. They may identify as neither man or woman, both man and woman, fluid between the two or outside of that binary entirely;

‘Transitioning’ or ‘gender reassignment’ is a process by which a person aligns their life and physical identity to match their gender identity. It is the process of moving towards a permanent, full time adaptation of a gender identity across all aspects of life, including work.

Each person's transition will be unique. For some, it will involve medical intervention, such as hormone therapy and surgeries, but not all trans people want or are able to have this;

'Cisgender' refers to where someone's gender identity aligns with the sex they were assigned at birth.

The Company recognises that using language that is outdated or which the individual considers inappropriate can cause offence.

The Company recognises that sexual orientation is a separate issue to gender identity. Gender does not imply any particular sexual orientation; a transgender person may be heterosexual, gay, lesbian, bisexual or asexual. Employees should not assume that a transgender colleague has any particular sexual orientation. After transition, a person's sexual orientation may stay the same or may change.

Individuals will self-identify. How they choose to describe themselves should be respected.

Names and pronouns

Employees will be addressed by the name and pronouns that correspond to their gender identity and that which they have requested to be used at all times.

Intentionally and/or persistently mis-gendering or using colleagues' previous names may amount to harassment or bullying and will not be tolerated. Breaches of this policy will be treated in a serious manner and dealt with under the Company's disciplinary procedure.

Recruitment, selection and career development

The Company 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, the Company 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. The Company will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

The Company 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 the Company 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.

Short listing 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.

The Company 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.

Training and promotion

All appropriate staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.

All training and promotion will be in line with this policy.

Monitoring

The Company will maintain and review the employment records of all employees in order to monitor the progress of this policy.

Monitoring may involve:

The collection and classification of information regarding the sex, age, ethnicity, disability, sexual orientation, religion or belief, current working pattern, flexible working arrangements, caring responsibilities and marital status for all employees, such information which may be used to examine the distribution of employees and the success rate of the applicants, and recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and employees.

Bullying and harassment policy

The Company 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 to employees who may suffer harassment or bullying.

The Company intends to provide a neutral working environment in which 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.
- Leering or staring at a person's body.
- Unwelcome sexual invitations or pressure.
- Promises or threats, concerning employment or conditions, in exchange for sexual favours.
- Displaying offensive or sexually explicit material.
- Touching, caressing, hugging or indecent assault.
- 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.

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 a colleague or Manager 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 Management. If possible, you should keep notes of the harassment or bullying so that the formal complaint can be investigated, including the date, time and whereabouts of the act.

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 the Company has grounds to believe that the complaint was brought with malicious intent, you will be subject to disciplinary action under the Company's disciplinary procedure.

The Company's appeal procedures apply to appeals against decisions made under the Equality, diversity and inclusion policy and the Bullying and harassment policy.

Signed 

Dated 5/8/24

Review Annually