



Equality, Diversity and Inclusion (EDI) Policy

Committed to equality diversity and inclusion for all

At Norma Gregory Solutions Ltd. we strive, with earnest and full commitment to ensure and to champion equality, diversity, and inclusion (EDI) for all people.

We believe in access to the creative and digital economy for all, and in building a diverse, equitable, inclusive physical and digital environments. We care about enabling a positive and progressive ethos for all, across all business partnerships, stakeholders and the wider public who actively engage with in our practice.

The [Equality Act 2010](#) (UK) helps to provide a legal framework to protect people from discriminatory harassment and to see that plurality and difference support collective strength it can bring.

The Equality Act 2010 (UK) nine protected characteristics (in no particular order) are:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion or belief
8. Sex
9. Sexual orientation

In addition to this, we also consider just as important those individuals experiencing:

- Caring responsibilities
- Low socio-economic background/ financial hardship
- Temporary impairment (such as personal injury)
- The impact of intersectionality (lived experience of multiple levels of discrimination)
- Any other cause that hinders equality of opportunity and equal, quality of life chances.

We know however, that there is much work still to do and that the process towards equality for all should be continuous, evolving and conducted in close collaboration with the communities we serve.

EDI and the aims of our organisation

We aim for Norma Gregory Solutions Ltd. to be an organisation where all stakeholders are treated with respect, enabled by our duty to:

- place EDI at the heart of what we do
- promote EDI through our policies, initiatives, co-curated activities and practice
- act with care and due diligence towards safeguarding and to follow legal/statutory frameworks towards social care
- recognise that ensuring EDI is essential social capital for our communities, our shared culture and shared heritage, and our journey to collective success
- oppose and avoid all forms of unlawful discrimination. This includes pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities
- a commitment that celebrates, inspires and makes way for diverse changemakers.

Norma Gregory Solutions Ltd. to EDI

As an organisation, Norma Gregory Solutions Ltd. aims to be realistic about our EDI journey that lies ahead within the global realm of EDI.

We are ready to reflect, to share knowledge and to make impactful changes through every conversation and interaction, over time. We realise that sometimes conversations may be uncomfortable and a challenge to tradition and 'the way we have always done things'.

However, the opportunity for EDI and to celebrate positive change that can create new learning opportunities, new pathways for organisational growth and talent development, should not be missed in this time of divisive, global change and adaptation.

We always prioritise EDI activity, holding ourselves and our leaders (on all levels) to account and putting our values, principles and positive actions as the heart of what we do, to help bring about positive change and increased opportunities for all.

Roles & Responsibilities

Norma Gregory Solutions Ltd directors and stakeholders have ultimate accountability for ensuring compliance in EDI (UK legal obligations. Staff and volunteers have a responsibility to read, understand and apply EDI Policy, and to challenge and report unacceptable conduct/behaviour in a safe and professional manner.

Norma Gregory Solutions Ltd EDI Policy is fully supported by senior management, staff and stakeholders and has been made available to the public online.

This commitment includes training trustees, managers and all other employees about their rights and responsibilities under equality, diversity and inclusion policy and UK legislation.

Norma Gregory Solutions Ltd is committed to ensuring equality, diversity and inclusion among our workforce and stakeholders and passionate about eliminating unlawful discrimination.

The principles of non-discriminatory practice and equality of opportunity also apply to the way in which staff and stakeholders treat each other, visitors, stakeholders, volunteers, contractors, freelancers, service providers, business

leaders, the public and any person in contact with Norma Gregory Solutions Ltd. The aim is for our workforce and stakeholders to be truly representative of all sections of society and for our clients and customers and every employee, volunteer and stakeholder to feel respected and able to give their best and well as celebrating success for all.

We are committed to building a workforce team from a broad range of backgrounds and lived experiences and aim to work harder as an inclusive recruiter and employer, valuing difference and diversity, building a positive culture, based on shared values of equality and mutual respect.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment.

Therefore, as an organisation we will aim to:

1. Make opportunities for training, development and progress available to all staff, who will be supported and encouraged to develop their full potential, so their talents, skills, knowledge and resources can be fully utilised to maximise the efficiency of the organisation as well as personal development
2. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act 2010)
3. Review employment practices and procedures, when necessary, to ensure fairness, and update them and the policy to take account of changes in the law/legislation
4. Actively seek suppliers and partners who demonstrate a commitment to EDI and positive environmental impact initiatives
5. Monitor the cohort of the workforce diversity, regarding all protected characteristics helping to meet the aims and commitments set out in the equality, diversity and inclusion policy.

Future recruitment

To improve recruitment, we will aim to:

- Collate and review staff diversity data
- Review new staff induction and welcome process

- Review the UK [Gender Pay Gap Report](#) and how it applies to the organisation
- Support flexible/ hybrid working and develop agile workspaces
- Consider the recruitment of apprentices, consultants and mentors and improve talent sourcing management and recruitment
- Provide 'bystander' intervention training and hate-crime training
- Be a role model for equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.

Anti-racism action

As outlined in our anti-racism statement, Norma Gregory Solutions Ltd. is committed to being an anti-racist organisation and acknowledge, challenge and effectively address and report all forms of racism, wherever we/stakeholders and the wider public find it or experience it.

We aim to:

- *Encourage reporting racism and other forms of discriminatory conduct*
- *Actively support anti-racism initiatives (locally, nationally and globally)*
- *Work in partnership with relevant, external organisations when appropriate to combat all forms of discrimination*
- *Support the mental health and well-being of staff and stakeholders who have been victims of racism*
- *Review and update our anti-racism statement, when required.*

We aim to increase knowledge widen participation around EDI through:

- Improved engagement with staff, stakeholders and the public (through talks, presentations, conferences, debates, training, workshops, online forums etc.) deepening understanding of EDI lived experiences for all people
- A deeper understanding of specific, related expertise and culturally sensitive awareness
- Self-education and taking the initiative to learn through published writing/theory

- Engaging in research (i.e., take part in surveys, focus groups, conferences, write a journal article, blog etc) to support knowledge growth and new understanding
- Creating safe forums for open discuss on issues/challenges/experiences that may arise and co-create solutions
- Compliance with all legal obligations and government guidelines, where relevant
- Recognising the role and relevance of intersectionality (i.e., having more than one social/political identity and/or lived experience of multiple levels of discrimination) and find ways to celebrate this
- Exploring and celebrating our shared history and diverse global heritage
- Creating innovative spaces for reflection, belonging and sharing the future seeking creative, positive EDI input from a plurality of voices and perspectives across from the globe.

Internal monitoring and auditing EDI outcomes and impact

Monitoring will include assessing how the equality, diversity and inclusion policy and any supporting action plans are working in practice, reviewing them annually, and taking action to address any issues, when required.

Monitoring and performance indicators relating to EDI should take place:

- Daily through self-reflection and 1 to1 feedback
- Weekly /monthly/ bi-monthly staff meetings feedback
- Surveys
- Digital and social media and other opportunities for public comments, engagement and feedback
- Annual performance review shared with the public (i.e., report shared/ make available online)

To conclude, we will have achieved our aims when:

- **Equality, Diversity and Inclusion (EDI) is systematically and demonstrably embedded and visible in global practice and strategies**

- **EDI is a primary driver of global short and long-term strategies and current and future organisational planning**
- **There is zero tolerance for all forms of discrimination, harassment and victimisation**
- **Systematic barriers to recruitment, retention and progression for people of a diverse background/ race/ gender/age/religion are permanently removed**
- **Co-creation, sharing and celebrating the benefits of EDI activities and outputs, creates a better future for all people.**

Complaints and putting things right

We always aim to make good choices that create opportunity and equality for all. However, we might not always get this right and believe that learning is ongoing and lifelong.

If we can improve in anyway, we will listen, reflect and do the right thing in terms of apology, making amends and doing better in the future.

Any potential cases of discrimination, racism, harassment, bullying, exclusion, injustice, victimisation or acts of unkindness is taken seriously at Norma Gregory Solutions Ltd. and appropriate action will be taken.

Members of the public should address concerns to a staff member, senior management and/or directors to help address and to solve any issues that arise within the context/remit of Norma Gregory Solutions Ltd.

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

Harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence and Norma Gregory Solutions Ltd. will follow legal requirements regarding reporting and further action.

Directors, Norma Gregory Solutions Ltd