

# Littlefish Equality, diversity & inclusion (EDI) policy

## EDI policy brief & purpose

It is important to Littlefish to be a fair and inclusive employer. We are committed to encouraging **equality, diversity and inclusion (EDI)** among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best. Nobody should experience discrimination, harassment or victimisation when they interact with us. We believe we have a moral duty as well as a legal duty with regards EDI to our employees.

We are also committed to preventing unlawful discrimination in our supply chain and for the customers we provide services for.

This policy's purpose is to provide equality, fairness, dignity, and respect for all in our employment, whether temporary or permanent, part-time, or full-time.

Littlefish will continually educate and work so that no one is unlawfully discriminated against, particularly being mindful of the Equality Act 2010 protected characteristics:

- age
- disability
- gender reassignment
- marriage or civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

It is our aim to avoid all forms of unlawful discrimination. This includes, but is not limited to people's experiences with:

- 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

## What does EDI mean to Littlefish?

Equality – everybody has access to the same opportunities, discrimination of all forms is challenged and that we treat people with dignity and respect.

Diversity – encouraging representation and celebrating our differences, while valuing individuals for their perspectives.

Inclusion – giving everybody a voice and an opportunity to participate.

## Our commitments

Littlefish commits to:

- ✓ Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense
- ✓ Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all employees are recognised and valued.
- ✓ Train managers and employees about their rights and responsibilities which includes employees conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
  - Employees should be aware and understand that they, as well as Littlefish, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.
- ✓ Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of Littlefish's 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. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
  - Sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, 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.
- ✓ Make opportunities for training, development and progression available to all employees through our PDR process and LF Academy. Employees will be encouraged to develop their full potential, so their talents and resources can be fully utilised to build talented teams and to maximise the efficiency of the organisation.
- ✓ Make decisions concerning employees being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- ✓ Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- ✓ Give everyone a voice through our EDI team that is Exec sponsored. Actions and activities from this group will be shared monthly with the Board.
- ✓ Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief.

- Monitoring will also include assessing how the EDI policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.
- ✓ Communicating with the workforce about action plans, awareness events and engagement activities.

Here at Littlefish, we are committed to equality, diversity and inclusion as fundamental to our core values, ensuring our success as a high-performing organisation with a positive and supportive culture, where every employee feels empowered and respected.

We are working relentlessly to ensure we make everyone feel included but if you feel we could do better, please feel free to reach out to [HR@littlefish.co.uk](mailto:HR@littlefish.co.uk) who will put you in touch with our EDI team.

We would hope that each employee champions this policy and feels that Littlefish have created a culture in line with our core values that promotes positive EDI.