



Equity, Diversity and Inclusion Policy

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1. Our commitment

- 1.1 We are committed to promoting equal and equitable opportunities in employment, and creating a workplace culture in which diversity and inclusion are valued and everyone is treated with dignity and respect. As part of our 'never to nothing' approach to discrimination in any form, you and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**Protected Characteristics**). We are also committed to providing equitable treatment to all those we deal with as an organisation, including members, customers and suppliers.

2. About this policy

- 2.1 This policy sets out our approach to equity, diversity and inclusion. Our aim is to encourage and support equity, diversity and inclusion and actively promote a culture that values difference and eliminates discrimination in our workplace. It applies to all aspects of employment with us, including recruitment, pay, benefits and conditions, flexible working and leave, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.
- 2.2 This policy applies to all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers.
- 2.3 This policy does not form part of any contract of employment or other contract to provide services, and we may amend it at any time.

3. Our workplace diversity objectives

- 3.1 The main objective of this policy is a commitment to fostering a diverse and inclusive workforce; that is, directed at eliminating employment-related barriers (visible or invisible). This will be supported through:
- (a) recognising, valuing and respecting differences and reflecting this in the way we work;
 - (b) creating a flexible working environment that supports the effective contribution of everyone – including balancing work, family and other caring responsibilities effectively;
 - (c) ensuring that BCS policies are aligned to the BCS Values and Code of Conduct
 - (d) preventing and eliminating any discrimination in the workplace.

4. Diversity and inclusion training

- 4.1 Managers will be given 'Bullying and Harassment for Managers' training on recognising and avoiding discrimination, harassment and victimisation, including how to professionally handle cases of bullying within a team.
- 4.2 All staff will be provided with 'HR Compliance and Wellbeing Essentials' training, which will include training on EDI, unconscious bias, bullying and harassment.
- 4.3 Other training and guidance on equity, diversity and inclusion will be provided to staff as appropriate. The HR Department has overall responsibility for EDI training, for staff and managers.

5. Discrimination

- 5.1 You must not unlawfully discriminate against or harass other people, including current and former staff, job applicants, members, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with members, customers, suppliers or other work-related contacts), and on work-related trips or events including social events.
- 5.2 The following forms of discrimination are prohibited under this policy and are unlawful:
 - (a) **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a promotion for a member of your team because they are pregnant.
 - (b) **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
 - (c) **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
 - (d) **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment. This includes where someone mistakenly believes that the person victimised has done so.
 - (e) **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

6. Recruitment and selection

- 6.1 Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. When recruiting or promoting, we will aim to take steps to improve the diversity of our workforce and provide equality of opportunity. Shortlisting and interviewing should be done by more than one person where possible. Our recruitment procedures will be reviewed regularly to ensure that individuals are objectively assessed on the basis of their relevant merits and abilities.
- 6.2 Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.
- 6.3 Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.
- 6.4 Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.
- 6.5 We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce required documentation (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from the HR Department or UK Visas and Immigration.

7. Disabilities

- 7.1 If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

8. Part-time and fixed-term work

- 8.1 Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

9. Roles and responsibilities

- 9.1 Responsibilities of the CEO

The Chief Executive Officer (CEO) is responsible for:

- (a) upholding and promoting BCS Values and the Code of Conduct;
- (b) supporting managers and employees to promote workplace diversity;
- (c) promoting a workplace that has no tolerance for discrimination;

9.2 Responsibilities of managers

Managers are responsible for:

- (a) practising and promoting behaviour consistent with the BCS Values and Code of Conduct;
- (b) maintaining a workplace that is respectful where everyone will be treated with dignity, respect and courtesy;
- (c) supporting flexible working arrangements to meet employees' and BCS's needs;
- (d) recognising and utilising the diverse skills and knowledge of employees;
- (e) resolving workplace issues quickly, sensitively and effectively;
- (f) supporting employees who require reasonable adjustments;
- (g) calling out inappropriate behaviour when seen;
- (h) actively supporting and encouraging equitable access to development opportunities for all employees.

9.3 Responsibilities of employees

Employees are responsible for:

- (a) behaving in a way that is consistent with the BCS Values and Code of Conduct;
- (b) treating everyone with respect and courtesy;
- (c) supporting employees who access reasonable adjustment and flexible working arrangements;
- (d) respecting and supporting the different skills and competencies of all employees;
- (e) calling out inappropriate behaviour when seen.

10. Breaches of this policy

10.1 We take a strict approach to breaches of this policy, which will be dealt with in accordance with our [Disciplinary Policy and Procedure](#). Serious cases of deliberate discrimination and victimisation may amount to gross misconduct resulting in dismissal.

- 10.2 If you believe that you have suffered harassment, bullying or discrimination, or witnessed it happening to someone else in the workplace, there are a number of ways in which you can make a report: you can raise it with the individual yourself if you feel able to do so, speak to your line manager or another manager, speak to HR, or use the anonymous reporting form on the [Green Room](#). Please also see the [Grievance Policy and Procedure](#) for further information on making a formal complaint. Complaints will be treated in confidence and investigated as appropriate.
- 10.3 There must be no victimisation or retaliation against staff who complain about or report discrimination. If you believe you have been victimised for making a complaint or report of discrimination, or have witnessed it happening to someone else in the workplace, you should raise this through our [Grievance Policy and Procedure](#).
- 10.4 We encourage the reporting of all types of potential discrimination, as this assists us in ensuring that equity, diversity and inclusion principles are adhered to in the workplace. However, making a false allegation in bad faith, or that you know to be untrue, will be treated as misconduct and dealt with under our [Disciplinary Policy and Procedure](#).
- 10.5 External contacts wishing to complain should use the through our “Contact Us” on the BCS website <https://www.bcs.org/contact-us/>

11. Review

- 11.1 This policy will be reviewed annually by the Head of Legal & Compliance to ensure that it remains up to date and reflects the needs and practices of the organisation. The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.



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