



Diversity and inclusion policy

We're committed to promoting equality and preventing discrimination at work. We know that simply having a diverse workforce is not enough. We want to create an inclusive environment, where everyone can contribute their best work and develop to their full potential. We also want to celebrate the fact that everyone is different yet valued and to make sure that every colleague is treated with dignity and respect.

We see the world differently. By encouraging, championing and celebrating all of our colleagues' unique voices, experiences, and ideas - we are really shaping our world.

The important bits

Our commitments

- **We celebrate and embrace seeing the world differently.**
- **We foster a safe and inclusive culture with opportunities for everybody.**
- **We focus on the individual - recognising their strengths, attributes and experience.**
- We promote equality of opportunity for everyone
- We aim to create a workforce that's representative of the cities and communities where we live and work
- We value all our colleagues for their contribution and we celebrate diversity in all aspects of our business
- We want to create a genuinely inclusive workplace, where we embrace the similarities and differences of all our colleagues
- We'll support the unique and diverse needs of our customers and our communities
- We'll make sure that our suppliers and partners actively support us in having a diverse and inclusive culture and can demonstrate this

- We're against all forms of unlawful and unfair discrimination
- We won't tolerate bullying and harassment in any form. And we'll do our best to protect colleagues from harassment from third parties and from any kind of negative treatment related to the differences listed below. See our Bullying & Harassment Policy for more information
- We won't allow colleagues to wear, display or circulate emblems, badges, clothing, tattoos, posters, graffiti, images or literature, where it might create an intimidating, hostile, degrading, humiliating or offensive environment for anyone.

Things to think about

What is diversity?

Diversity is all about acceptance and respect. It means understanding that each of us is unique and recognising our individual differences. We treat our colleagues as individuals, allowing them to be themselves regardless of;

- Gender
- Sexual orientation
- Pregnancy
- Gender identity
- Race or ethnicity
- Religion or religious belief
- Culture
- Marital and civil partnership status
- Age
- Educational background
- Physical and mental ability
- Caring responsibilities
- Political opinion
- Physical appearance

What is inclusion?

Inclusion is about engaging the uniqueness, talents, beliefs, backgrounds, abilities and ways of working of all our colleagues. It's also about working together to create a culture where colleagues feel they belong and are valued and respected.

By being committed to inclusion and diversity, we can have the best people working here, which will help make Bruntwood a success.

Your responsibilities

We all have a responsibility to behave in a way that is respectful of other colleagues and to understand that our views and opinions may not always be the same as our colleagues.

Here are some things you can do to help create an inclusive workplace;

- Try to understand other peoples' points of view and help them understand yours
- If you ever see inappropriate behaviour, challenge or report it

- If you challenge others, do so in a respectful way
- Be aware of different cultures and customs, and respect the benefits that diversity can bring
- Respect the confidentiality of colleagues and customers
- Deal with customers, colleagues and suppliers in an ethical and lawful way and with respect at all times
- Take responsibility for your own actions
- Look for solutions to problems and try to resolve issues constructively

If you need further support

If you have questions about this, please speak to your People Business Partner. You may need additional support, so remember we have an Employee Assistance Programme (EAP) who can help. You can contact the EAP in confidence on 0800 030 5182.

Change History

Version no.	Date	Changes made by	Brief details of change

Policy Sign off

Name	Role	Signed	Date

Appendix 1 – Types of Bullying and Harassment

As well as the behaviours listed in the Policy, there are some more examples below of behaviour which is unlawful and which here at Bruntwood we think is unacceptable:

Sexual harassment

This is behaviour that's unwanted or unwelcome which could be seen as sexual or is to do with someone's gender. It's offensive, humiliating or intimidating and undermines the dignity of the person.

Some examples of sexual harassment are;

- Sexually suggestive jokes or comments, or innuendo
- Offensive gestures or whistling
- Unnecessary touching

- Suggestions that sexual favours may further someone's career, or that refusing them may damage it

Racial bullying & harassment

This is behaviour that's unwanted or unwelcome and based on someone's race or ethnic or national origin. It's offensive to them and might threaten their security or create a stressful, hostile or intimidating work environment.

Some examples of racial bullying and harassment are;

- Offensive remarks about someone's race, ethnic or national origin
- Ridicule or assumptions based on racial stereotypes

Homophobic, biphobic or transgender bullying & harassment

This is behaviour that's unwanted or unwelcome and due to an irrational dislike, hatred or fear of people who are either lesbian, gay or bisexual (LGB), or transgender, or other people think they are.

Some examples of homophobic/transgender bullying and harassment are;

- Outing an individual as LGB without their permission
- Spreading rumours or gossip about someone's sexual orientation or gender
- Asking an LGB or transgender colleague intrusive questions about their private life
- Making assumptions and judgements about a colleague based on their sexual orientation/gender

Disability-related bullying & harassment

This is treatment of or behaviour towards someone that's unwanted or unwelcome, related to disability. It's offensive, humiliating and undermines the dignity of the person.

Some examples of disability-related bullying and harassment are;

- Making assumptions or judgements about a colleague based on their disability
- Making jokes or offensive remarks about someone's disability
- Pressuring a colleague to work over their contractual hours, when the reason they can't is because they have caring responsibilities for someone who is disabled

Bullying and harassment on the grounds of religion, religious belief or political opinion

Some examples of harassment because of religion or religious belief or political opinion are;

- Ridicule, making jokes or offensive remarks about a particular political party or religion/religious belief
- Excluding someone because of their political opinion or religious group
- Specifically within Northern Ireland, wearing, displaying or circulating any of the symbols and emblems that have been directly linked to community conflict and/or to local politics – including:
 - Football shirts
 - Badges and insignia linked to paramilitary or political organisations, e.g. buttonholes, tattoos
 - Badges and insignia, e.g. Easter Lilies, Orange symbols
 - Posters, displays, literature, emblems, screensavers, ringtones etc. linked to the above
 - Posters, pictures, portraits and other displays that contain or incorporate emblems more closely associated with one or other of the communities
 - Religious literature and emblems

Cyber bullying and harassment

This is using technology, such as mobile phones and the internet, to bully or harass colleagues, both during and/or outside of work time.

Some examples of cyber bullying and harassment are;

- Emailing or texting someone threatening or nasty messages
- Emailing an embarrassing or humiliating image or video of someone, posting it on social media, or forwarding it onto others
- Harassing someone by repeatedly sending texts or instant messages in a chat room
- Posting or forwarding someone else's personal information or images without their permission

Remember, if it's not ok to say something to someone's face, it's not ok to say it online.

Victimisation

This is behaviour toward a colleague, or treating them badly at work because they have, intend to or are thought to have;

- Brought an employment tribunal claim alleging harassment
- Complained about harassment
- Given evidence or information in connection with another colleagues' claim about harassment