

Diversity, Equality and Inclusion Policy

ProCook is committed to fostering, cultivating and maintaining a culture of equality, diversity and inclusion.

The aim is for our business to be truly representative of all aspects of society and for colleagues to feel involved, valued and respected. We embrace and encourage differences among colleagues and recognise the importance of a diverse balance of skills, expertise, gender, ethnicity, race, religion, sexual orientation, socio-economic status, professional and social backgrounds. The collective sum of individual experiences, differences, unique capabilities and talent of employees leads to an insightful, productive and inclusive workforce.

Policy

Aim:

1. All ProCook colleagues are treated equally and without judgement
2. No unlawful discrimination due to protected characteristics (Equality Act, 2010)
 - 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
3. No unlawful discrimination in the following areas:
 - practices and policies on recruitment and selection
 - pay and benefits
 - terms and conditions of employment
 - dealing with grievances and discipline
 - professional development and training
 - promotions
 - dismissal and redundancy
 - parental leave
 - flexible working
4. Representation of all groups, ages and colleague perspectives, strengthened with respectful communication and collaborative work

Our Commitments

1. Encourage diversity, equality and inclusion in the workplace.

2. Create a culture where colleagues feel valued, respected and dignified, free from bullying, harassment, victimisation and unlawful discrimination. This includes appropriate training across the business in diversity and inclusion.
3. Accommodate colleagues varying needs through flexible working, reasonable adjustments and creating a positive work/life balance.
4. Seriously investigate complaints of bullying, harassment, victimisation and unlawful discrimination by colleagues, customers, suppliers and any stakeholder.
5. Create and promote opportunities for training and development for all colleagues to maximise diverse skillsets and talents. Train colleagues on diversity and inclusion to reduce bias in the workplace.
6. Contributions to our local communities to promote a greater understanding and respect for the diversity.
7. Promotional decisions regarding employees to be based on merit and skillset.
8. Annually review and revise employment practices and procedures.
9. Continue to monitor workforce demographics such as age, sex, ethnic background, sexual orientation and disability. Use this information to set targets to increase diversity and encourage equality, diversity and inclusion across the business.

ProCook colleagues have a responsibility to treat others with dignity and respect. Those found to have exhibited discriminatory or inappropriate behaviour against others may be subject to disciplinary action.

Colleagues who believe they have been subjected to any kind of discrimination that conflicts with this diversity policy should seek assistance from their manager or a HR representative, or where necessary seek support through the company's Whistleblowing helpline.

Reasonable Adjustments

We recognise that some colleagues may need adjustments to perform their roles effectively, particularly those with disabilities or specific health conditions.

We will provide reasonable adjustments to:

- Ensure equal access to recruitment and selection.
- Enable employees to perform their roles and progress in their careers.

Adjustments may include:

- Modifications to workstations, tools, or equipment.
- Flexible working hours or arrangements.

- Job duty modifications.
- Workplace accessibility improvements.
- Additional role support
- Extra breaks or rest periods.

Employees or applicants can request adjustments by speaking with their manager or HR. Requests will be assessed individually, and where reasonable, implemented promptly. All requests will be treated confidentially, and no one will face discrimination for seeking adjustments.

Reviewing and Monitoring

This Diversity, equality and inclusion policy is fully supported by senior management. It will be regularly reviewed and updated by senior management annually or as and when necessary, to reflect changes in legislation and ensure its continued adequacy and relevance.

Date: 12.09.2024

Signed: Sarah Wheatley (ESG and People Director)

Useful Organisations and Resources

Advisory Conciliation and Arbitration Service (Acas)

0300 123 1100 (helpline)

18001 0300 123 1100 (textphone)

www.acas.org.uk

Advice and guidance on workplace issues and employment law, including an early conciliation service.

Bayo

www.bayo.uk

Bayo is a space to find collectives, organisations and services from across the UK that offer mental health and wellbeing support to the Black community.

Disability Rights UK

www.disabilityrightsuk.org

Information and support for people living with a disability.

Equality Advisory & Support Service (EASS)

0808 800 0082 (helpline)

18001 0808 800 0084 (textphone)

www.equalityadvisoryservice.com

Advice on issues relating to equality and human rights, including guidance for disabled people.

Equality and Human Rights Commission (EHRC)

www.equalityhumanrights.com

Promotes and monitors human rights and equality.

Disability Unit

www.gov.uk/government/organisations/disability-unit

Supports the development of policies to remove inequality between disabled and non-disabled people.

Muslim Community Helpline

020 8908 6715 or 020 8904 8193

www.muslimcommunityhelpline.org.uk

Provides listening and emotional support for members of the Muslim community.

Spark and Co.

www.sparkandco.co.uk

Directory of support services for people of colour, including mental health services.

Stop Hate UK

www.stophateuk.org

Offers independent reporting and support for victims and witnesses of hate crimes. Visit their website to see if your area is covered, and find links to other reporting options.