

Diversity, Equality and Inclusion Policy ProCook

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 employees to feel involved, valued and respected. We embrace and encourage differences among our employees 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:

1. All ProCook employees 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 employee perspectives, strengthened with respectful communication and collaborative work

Our Commitments

1. Encourage diversity, equality and inclusion in the workplace
2. Create a culture where employees 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 employees' varying needs through flexible working, creating a positive work/life balance
4. Seriously investigate complaints of bullying, harassment, victimisation and unlawful discrimination by employees, customers, suppliers and any stakeholder.
5. Create and promote opportunities for training and development for all employees to maximise diverse skillsets and talents. Train employees 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 employees have a responsibility to treat others with dignity and respect.

Employees found to have exhibited discriminatory or inappropriate behaviour against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with this diversity policy should seek assistance from a manager or HR representative.

Reviewing and monitoring

This Diversity, equality and inclusion policy is reviewed and approved by the Board of Directors. It is assessed and updated annually.

Approved by: Board of Directors

Date: 27 June 2023