

Diversity, Inclusion & Equal Opportunities Policy

Purpose and Intent

This statement has been prepared in accordance with the Equality Act 2010. pad Design recognises the need to provide equal opportunities to all persons without discrimination. This policy covers equal opportunity in all aspects of employment, including recruitment and promotion, and promotes the prevention of discrimination by all employees against others on the grounds of sex, race, marital status, disability, age, sexual orientation or religion. It is the company policy to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment recognising the importance of such positive action in creating a diverse and balanced workforce which reflects the society in which we work. All employees and prospective employees will be judged purely on their merits and abilities to perform their duties. All staff are required to undertake their duties in accordance with the requirements of this policy.

Recruitment and Promotion

Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about the post being recruited will be provided in such a manner that does not exclude any candidate on terms of sex, race, marital status, disability, age, sexual orientation or religion.

Recruitment literature will not imply a preference for one group of applicants unless there is a specific qualification requirement for the post and this will be clearly stated.

All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job.

Employment

Pad Design will not discriminate on the basis of sex, race, marital status, disability, age, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.

All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

Training

All employees will be provided with appropriate training in order to allow them to carry out their duties. In accordance with the company's employment and training policy all employees are able to discuss their career prospects and training needs with their line manager at any time.

Monitoring

It is the responsibility of the Directors to ensure that all aspects of this policy are kept under review and are applied throughout the organisation.

Grievance and Victimisation

Discrimination is unacceptable conduct which may lead to disciplinary action under the company's Disciplinary Procedure and any complaints of discrimination will be investigated through this procedure.

pad Design will strive towards the highest ethical standards in all aspects of our business. We will conform to all laws and regulations wherever we conduct our business and act with integrity and responsibility in all our dealings with our clients, employees, trade unions, trade associations, professional team colleagues and members of the public.

The company will seek to ensure that throughout our business operations we;

- Act in a socially responsible way.
- Support and foster fair trade practices.
- Operate non exploitative employment and procurement practices.
- Support the development of social enterprise and ethical business.
- Do not use forced, bonded or involuntary prison labour.
- Do not deal with governments or organisations that fail to uphold basic human rights within their sphere of influence.
- Do not deal with any business whose links to an oppressive regime are a continuing cause for concern.
- Do not use or work with any business involved in the manufacture or transfer of armaments to oppressive regimes.
- Do not use or work with any business involved in the manufacture of torture equipment or other equipment used in the violation of human rights.
- Actively seek to use sustainable businesses, technologies and materials throughout our operations.
- Foster a healthy work/life balance for our employees and stimulate development and satisfaction for individuals involved.

We also expect all organisations with whom we work to have adopted the same standards throughout their own business operations.

Disability

The Equality Act 2010 protects people against discrimination, harassment or victimisation in employment on nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

pad Design does not discriminate on the basis of disability, defined as a physical or mental impairment that has a substantial and long-term negative effect on a person's ability to carry out normal day-to-day activities.

pad understands its responsibility to make reasonable adjustments to its workplace to overcome barriers experienced by disabled people, for example for neurodivergent employees with ADHD. pad recognizes that the neurodivergent brain functions, learns and processes information differently and that it requires minor changes to the workplace and work processes to help those employees work effectively.

Reasonable adjustments already in place include:

- Agreeing a 15-minute start and finish time window without a sanction for being slightly late.
- Office layout arrangements to allow for more focus.
- Allowing headphones to reduce distraction.

pad strives to show a reasonable degree of flexibility in relation to the difficulties a particular disability can cause.