

EQUALITY, DIVERSITY & INCLUSION AND HUMAN RIGHTS POLICY.

INTRODUCTION

We Are Family London is committed to encouraging Human Rights, Equality, Diversity and Inclusion among our employees, and eliminating unlawful discrimination.

This DE&I and Human Rights Policy outlines our commitment to uphold and respect DE&I and human rights in all aspects of our operations. We recognise that human rights are universal and apply to everyone, regardless of their nationality, ethnicity, gender, or any other status. We Are Family London is dedicated to ensuring that our practices align with the principles set forth in the Human Rights Act 1998 and the European Convention on Human Rights.

The purpose of this policy is to establish a framework for promoting and protecting human rights within our workplace and in our interactions with stakeholders, including employees, clients, suppliers, and the community at large. It is also in place for our employees to be truly representative of all sections of society and our clients, and for each employee to feel respected and able to give their best.

The company - in providing services and facilities - is also committed against unlawful discrimination of clients or the public.

OUR POLICY'S PURPOSE

This policy applies to all employees, management, contractors, and third-party partners associated with our Company. It covers all activities undertaken by the Company both domestically and internationally.

We Are Family London's policy purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
2. Commit to supporting international efforts to uphold human rights and against modern slavery and child labour
3. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation
4. Oppose and avoid all forms of unlawful discrimination. This includes in:
 - pay and benefits
 - terms and conditions of employment
 - dealing with grievances and discipline
 - dismissal
 - redundancy
 - leave for parents
 - requests for flexible working
 - selection for employment, promotion, training or other developmental opportunities

OUR COMMITMENTS

We Are Family London commits to:

1. Treating all individuals with dignity and respect.
2. Protecting the privacy of individuals in accordance with applicable laws.
3. Supporting the right of individuals to express their opinions freely within a respectful environment.
4. Providing fair treatment in employment practices including recruitment, training, promotion, and termination.
5. Modern slavery is both a crime and a violation of fundamental human rights. Waf is committed to the elimination of all forms of modern slavery and to the international effort to abolish child labour. Waf takes a zero-tolerance approach to such activities and seeks to identify and address such risks in our work, operations and wider supply chains.
6. Encourage human rights, equality, diversity and inclusion in the workplace as they are good practice and make business sense.
7. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

Responsibilities include staff conducting themselves to help the company provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination and respecting Human Rights. We conduct human rights due diligence as part of our project selection and review process.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, clients, suppliers and the public.

8. Take serious complaints of bullying, harassment, victimisation, breach of human rights and unlawful discrimination by fellow employees, clients, suppliers, visitors, the public and any others in the course of the company's work activities.

Such acts will be dealt with as misconduct under the WAF's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

9. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
10. Make decisions concerning staff being based on merit (apart from any necessary and limited exemptions and exceptions allowed under the Equality Act).
11. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
12. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

AGREEMENT TO FOLLOW THIS POLICY

The equality, diversity and inclusion and human rights policy is fully supported by our Executive Creative Director, Poppy Reeve-Tucker and our leadership team.

OUR DISCIPLINARY AND GRIEVANCE PROCEDURES

Details of the company's grievance and disciplinary policies and procedures can be found in our Employee Handbook. This includes with whom an employee should raise a grievance – usually their line manager or HR.

Use of the company's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.