

Equality, Diversity and Inclusion Policy

Document Information

Version:	1.2
Status:	LIVE
Issue date:	19/03/2024
Classification:	Public
Approved by:	Sarah Butler – General Manager
Author:	Sarah Butler – General Manager
Owner:	Sarah Butler – General Manager

This policy is:

- Effective from the Version and Issue date above. It supersedes previous versions, which are withdrawn, and hard copies destroyed.
- Effective for Datagraphic Limited and Datagraphic Group Limited (Herein referred to as “Datagraphic”).
- Uncontrolled when printed. The 'master' document is held securely within our IT system. All documents, policies and procedures are controlled following the procedure for controls and documents and records.
- Subject to change by Datagraphic in line with changes in statutory law, case law and best practice.



Contents

- Equality, Diversity and Inclusion Policy3
 - Policy Statement.....3
 - Scope3
 - Recruitment, Selection and Promotion3
 - Workplace Culture4
 - Training and Development.....4
 - Flexible Working and Work-Life Balance4
 - Equal Pay and Reward5
 - Monitoring and Reporting5
 - Communication and Engagement5
 - Compliance.....5
 - Review and Revision5
- Document History6



Equality, Diversity and Inclusion Policy

Policy Statement

At Datagraphic, we value and celebrate the diversity of our workforce and are committed to creating an inclusive and equitable environment for all employees and job applicants.

By embracing Equality, Diversity, and Inclusion (EDI), we strive to create a workplace where everyone can thrive, contribute their unique talents, and achieve their full potential.

This EDI policy outlines our dedication to promoting fairness, respect, and opportunity for everyone within our organisation.

The policy aims to:

- Foster a culture of inclusion where everyone feels valued, respected, and supported
- Eliminate discrimination, harassment, and bias in all aspects of employment, including recruitment, training and promotion
- Promote diversity at all levels of the organisation, reflecting the communities we serve
- Ensure equal access to opportunities for career development and advancement
- Comply with relevant legislation, including the Equality Act 2010, and promote best practices in EDI.

Scope

Everyone associated with Datagraphic operations has personal responsibility for the practical application of this policy, including employees, contractors and suppliers.

Recruitment, Selection and Promotion

Datagraphic is committed to recruiting, selecting and promoting candidates based on their skills, qualifications, and role suitability, regardless of age, disability, gender, marriage or partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Job advertisements will be inclusive and free from bias, using language that promotes diversity and equal opportunities.

Reasonable adjustments will be made to accommodate candidates with disabilities throughout the recruitment process.



Workplace Culture

Datagraphic will foster an inclusive workplace culture that respects and values the contributions of all employees and key sub-contractors.

Discrimination, harassment, bullying, or victimisation will not be tolerated. This includes, but is not limited to, behaviour that focuses on age, disability, gender, race, religion or belief, sex/sexual orientation, or any personal characteristics that may affect an individual's or group's dignity at work. This behaviour may occur in the normal workplace or at any Datagraphic event organised at another location.

Should anyone witness behaviour that goes against this policy or makes them feel intimidated, harassed or bullied, they should report their concerns to their Line Manager, who will promptly and effectively follow defined procedures with documented response times and escalation paths to resolve the complaint.

During and after any complaint investigations, Datagraphic will do everything possible to prevent the recurrence of the incident/s.

Employees will also be protected from intimidation, victimisation or discrimination for making a complaint or assisting with an investigation. Retaliation against anyone for complaining is a disciplinary offence.

Disciplinary action will be taken against anyone found to have committed unlawful discrimination.

Training and Development

Datagraphic will provide training and development opportunities to enhance employees' awareness of and understanding of EDI principles. Training topics will cover, but are not limited to, unconscious bias and diversity awareness.

Managers and supervisors will receive training on EDI best practices to promote inclusive leadership and behaviour.

Flexible Working and Work-Life Balance

At Datagraphic, we recognise the importance of promoting work-life balance and will consider requests for flexible working arrangements to accommodate an employee's needs.

A separate Flexible Working Policy is in place to support employees with caregiving responsibilities, disabilities, or other personal circumstances.



Equal Pay and Reward

Datagraphic is committed to ensuring equal pay for work of equal value, regardless of gender or other protected characteristics.

Pay and rewards will be based on objective criteria, without discrimination or bias.

Monitoring and Reporting

Datagraphic will regularly monitor and review workforce demographics, recruitment, retention, and promotion statistics to identify areas for improvement in EDI practices.

An EDI report will be prepared and shared with senior management to track progress and demonstrate our commitment to diversity and inclusion.

Communication and Engagement

Datagraphic will promote EDI principles through internal communications, training sessions, and awareness campaigns.

Employees will be encouraged to contribute ideas and feedback on how to enhance further equality, diversity, and inclusion within our organisation.

Compliance

All employees are expected to comply with this EDI policy and adhere to the principles of equality, diversity, and inclusion in their day-to-day activities.

Non-compliance with this policy may result in disciplinary action, including termination of employment or contract.

If there is doubt or concern about applying this policy in any particular instance, please consult your Line Manager or a Director.

Review and Revision

This EDI policy will be reviewed annually to ensure its effectiveness and relevance.

Updates or revisions to the policy will be available to all employees and stakeholders.



Document History

Date	Version	Author	Description of change
01/08/2018	1.0	P Wells	Consolidation of Datagraphic and Prolog Print Media, Discrimination, Harassment and Equal Opportunities Policies to launch a new policy.
01/08/2022	1.1	T Harris	Copy of content to the new design template.
19/03/2024	1.2	S Butler	Complete update and rewrite of Discrimination, Harassment and Equal Opportunities policy and retitle to Equality, Diversity and Inclusion (EDI) Policy.



Questions

If you have questions about the contents of this policy, please contact:

Sarah Butler
General Manager

T: +44 (0)1788 535383
E: sbutler@datagraphic.co.uk

Datagraphic

Registered companies:

Datagraphic Group Limited (Reg No: 01215380) and Datagraphic Limited (Reg No: 02913191).

Both registered in England at: Ireland Industrial Estate, Adelphi Way, Staveley, Chesterfield, S43 3LS.

© Copyright Datagraphic (2024) This literature is not to be copied without the written consent of Datagraphic.