



Diversity, equality and inclusion policy

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Scope of Policy

MannionDaniels is committed to eliminating unlawful discrimination, and to encouraging diversity amongst our workforce. Our aim on inclusion is that each employee feels respected and comfortable in themselves in the workplace, able to give their best at work and thrive.

This policy sets out the purpose of our diversity, equality and inclusion (DEI) policy; what MannionDaniels' commits to as an organisation; how the DEI policy will be implemented and reviewed.

Purpose

The purpose of this policy is to provide equality, inclusion and fairness for all in our employment. When we're making decisions, the [Equality Act 2010](#) gives us a duty to take into account the need to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations between different parts of the community

MannionDaniels will not discriminate on grounds of gender, gender reassignment, marital status (including civil partnership), pregnancy or maternity, race, ethnic origin, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.

Our aims are to:

- create an environment in which individual differences and the contributions of all our staff are recognised and valued
- ensure every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- make staffing decisions based on merit alone
- provide training, development and progression opportunities to all staff
- promote good management practice through our business code of ethics and review all our employment practices and procedures regularly to ensure fairness and to take account of changes in the law
- ensure our working practices comply with the Equalities Act 2010.

General Principles

All MannionDaniels employees will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

We also recognise that in the field of international development and specifically grant-making, there are inherently unequal power relations. We strive to keep staff aware to these unequal power relations and to not perpetuate them, instead promoting more inclusion and supportive environments for all to thrive. This includes staff reflecting on unconscious biases they may hold, and the external environment we find ourselves in within different circumstances. These reflections are part of the DEI and safeguarding trainings we do, and also part of internal discussions within MannionDaniels staff.

In order to adhere to our commitments, we will:

- make opportunities for training, development and progression available to all staff, who will be helped and encouraged to develop their full potential
- ensure all employees adhere to our code of ethics and support the company to provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination
- take all complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, or the public very seriously
- deal with any misconduct under the company grievance and/or disciplinary procedures and take appropriate action. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice
- carry out ad hoc monitoring to include information regarding the composition of our workforce, to assess how this policy is working in practice, and taking action to address any issues.

Policy implementation

The DEI policy is fully endorsed and supported by MannionDaniels' Leadership. They, and specifically the DEI Lead Rolla Khadduri, are responsible for handling and reporting any grievances, and that all staff are fully inducted and trained on the contents of the policy. The Leadership team regularly reviews relevant DEI metrics and a DEI register, with the aim of responding to any grievances and also maintaining and growing our inclusion culture and valuing diversity.

All staff should understand that they, as well as the company, can be held individually liable for acts of bullying, harassment, victimisation and unlawful discrimination, during the course of their employment, against fellow employees, customers, suppliers and the public.

The DEI policy should be read in conjunction with other policies, including: Business Code of Ethics; Modern Slavery Policy; Safeguarding Policy. These policies define our expectations as an organisation of professional code of conduct and how we protection against bullying, harassment and exploitation.

The Staff Handbook (available to all staff) outlines how grievances should be reported and dealt with by line managers. In the case of DEI-specific grievances, staff and all related parties can also approach the DEI Lead directly on: safeguarding@manniondaniels.com. Staff can also report anonymously through the whistleblowing site:

The DEI Lead commits to responding to the grievance within 24 hours, and conducting a thorough investigation of all grievances. All DEI cases will be reported and monitored.

Review of policy

This policy will be reviewed by the HR Manager and DEI Lead on an annual basis or sooner if significant changes in legislation occur owing to the review of related procedures and policies. All employees will be notified of any revisions to policy.