

# Equality, Diversity, and Inclusion Policy

Version 5.0

## Version history:

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1.0	October 2018	Clare Lydon
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## Policy Purpose

At Eleven, we are committed to encouraging equality, diversity and inclusion. We aim to create a workforce that is diverse and encourages a supportive and inclusive culture within the entire team. It is within all of our best interests to promote diversity and eliminate discrimination in our working environment.

This document outlines the policy that must be strictly adhered to by every employee. All breaches of this policy will be investigated and, where appropriate, disciplinary procedures followed.

No employee or prospective employee will receive less favourable treatment or be disadvantaged by any circumstances, conditions or requirements that cannot be justified.

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Our aim is to ensure that all employees and prospective employees are given equal opportunity and Eleven is representative of the communities we operate in. Each employee will be respected and valued and able to give their best as a result.

This policy reinforces our commitment to providing equality, fairness and respect for all in our employment, whether temporary, part-time or full-time. Eleven will not provide less favourable facilities or treatment on the grounds 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.

We are opposed to all forms of unlawful and unfair discrimination, this includes in:

- Pay and benefits
- Terms and conditions of employment
- Handling of grievances and discipline
- Dismissal
- Redundancy
- Leave for parents
- Requests for flexible working
- Selection for employment, promotion, training or other developmental opportunities.

All employees will be given support and encouragement to develop their full potential and utilise their unique talents. As candidates are selected for employment, promotion, training, or any other benefit, it will be on the basis of their aptitude and ability.

All employees shall be made aware of this policy and its implications for them.

Harassment and bullying – whether on grounds of sex, race, gender reassignment, disability, sexual orientation, age, religion or belief system or for any other reason – are unacceptable behaviour that the Company will not tolerate. Every employee of Eleven has the right to be treated with dignity and respect. Appropriate disciplinary action, which may include dismissal, will be taken against any employee, of whatever seniority, who contravenes this policy.

The Company will not tolerate retaliation against or victimisation of any employee involved in the bringing of a complaint of harassment or bullying under the Company's procedure. Such retaliation or victimisation will itself constitute a disciplinary offence, which may in appropriate circumstances lead to dismissal.

## Policy Statement

### Definitions

Although diversity, equality and inclusion are often used interchangeably, it is important to understand their individual roles in this policy in order to implement them effectively.

**Diversity takes into account the differences between people and placing value on those differences.** When considering diversity, this includes representation from people of different backgrounds, identities, and abilities. This includes visible and non-visible characteristics. Diversity is about recognising, respecting and valuing the differences we each bring to work.

**Inclusion is where everyone feels welcome, valued and has the ability to contribute.** This concept is based on perception and how people feel based on their experiences.

**Equality makes sure that everyone has access to the same opportunities.** Importantly, this does not mean treating everyone in same way.

### What we expect from our employees

Whilst the responsibility for creating and monitoring a culture of equality of opportunity rests with Eleven, its success relies on each employee playing their part.

Employees have a number of responsibilities; many of which are directly related to their jobs, but the following are general instructions that apply to everyone:

- Every employee shall comply with measures that are introduced to ensure equality of opportunity and non-discrimination.
- Those individuals responsible for other employees are not to discriminate when applying processes relating to the training, advancement, performance management, discipline, retirement, dismissal or redundancy, benefits or access to facilities and services.
- No employee shall induce or attempt to induce other employees or trade unions or management to discriminate.

- No employee shall victimise an individual on the grounds that they have made complaints or provided information about discrimination or harassment.
- No employee shall harass, abuse or intimidate another employee on any grounds.
- Every employee shall treat all other employees with dignity and respect.

## Publishing and advertising vacancies

All recruitment material and processes, including advertisements, will be available, or be offered, in a variety of media that reflects the basic requirements of the post. We advertise jobs on our company website, social media channels, Indeed, LinkedIn and other channels as appropriate to the nature of the role.

Potential applicants shall be given clear and accurate information about posts through a job description and person specification that includes only requirements that are necessary and justifiable for the effective performance of the job.

## Recruitment

Recruitment practice and procedures shall be as open and as barrier free as possible.

Selection criteria shall be kept under review to ensure that they are justifiable for the effective execution of the job.

More than one person shall be involved in shortlisting and selection for interview.

Questions and selection tests shall relate to the requirements of the job and shall be carried out by staff trained in carrying out the tests and the assessment of results.

No applicant shall be disadvantaged by an interview's timing, location or facilities.

Reasons for selection or rejection of applicants shall be recorded.

Any applicant for a post who wishes to declare that they have a disability and who satisfies the job description and person specification will be offered an interview.

## Diversity Monitoring and Improvement

On an annual basis, we share an anonymous diversity monitoring survey with all employees. The purpose of this survey is to establish the current diversity of the team across a series of protected characteristics and other measures. This includes but is not limited to disabilities,

level of education, ethnicity, gender and sexual orientation. The aim of this survey is to establish how diverse our team is, and monitor this over time.

In addition to the diversity monitoring survey, we share another inclusion feedback survey with all employees – to help identify areas where the team feel inclusion could be improved.

Importantly, these two surveys are separate so that any improvements are not linked to protected characteristics which could potentially undermine the anonymity of the survey. They are, however, issued to employees at the same time, so the results can be viewed within the context of one another.

The results of both surveys are reviewed by the management team, with actions and overall trends shared as appropriate with the wider team at quarterly or other company updates.

The results of the monitoring survey may be provided in a generalised format to clients (as part of their procurement process, for example) and/or industry partners/ bodies (as part of research, for example).

## Training

Each employee has the right to expect not to be unreasonably discriminated against, either directly or indirectly, in the opportunities to be trained, in how it is provided, where it is provided and through what medium.

All new employees shall receive induction training upon starting work to give them a good understanding of the organisation and its policies and practices.

Regular and appropriate training will be provided to all staff to enable them to perform their jobs effectively and to ensure that they have the best opportunities for advancement.

All staff involved in selection or interviewing shall be trained to ensure that appointments are made on an objective basis.

All employees will also receive training on diversity, equality and inclusion as part of their onboarding.

## Terms and Conditions of Employment

The Company complies with the Equal Pay Acts and is committed to ensuring that it does not unreasonably discriminate against any individual in the terms and conditions, both contractual and implied, within which they offer and provide employment.

Staff facilities and services shall be equally available to all employees and where, for reasons of space and cost, this is not being achieved, reasonable alterations will be made.

## Review and Revision

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 12 months.

Policy review will be undertaken by the Management team.

Signed: 

Print name: Clare Lydon

Position: Managing Director