

	<b>Policy and Procedure</b>
	<b>Equality, Diversity and Inclusion</b>
<b>Owner:</b> Human Resources Department  Number of Policy	027

**Revision History and Schedule**

Version	Date	Revision Author	Summary of Changes
0	14.04.2021	E O'Farrelly	New Policy
1	27.03.2023	K Conrad	Policy reviewed

**Approval**

Name	Position	Signature	Date

## Equality, Diversity and Inclusion

### Scope

This policy applies to NIBRT, its Board members, employees, associated students, consultants and service providers and imposes rights and responsibilities on everyone.

### Our Commitment Statement

NIBRT is committed to a workplace environment that promotes equality, diversity and inclusion (EDI) and creates an open and inclusive culture where everyone is valued.

In support of this commitment there is an appointed senior EDI Champion, who is a member of the Senior Management Team.



### Definitions

**Equality** is not just about treating everyone the same – it is about treating people in such a way that the outcome for each person can be the same. Equality of outcome can be achieved by making sure that everyone is supported to have access to resources and decision making and to be recognised, valued and respected.

**Diversity** can be defined as the visible and non-visible differences between individuals. These differences can be related to race, ethnicity, religion, age, disability, sexual orientation and gender, as well as the many differences in values, attitudes, beliefs, cultural views, skills, knowledge, education, background, employment, parenthood, civil status, and life experiences of every individual.

**Inclusion**, or an inclusive working environment, is one that is free from bias which respects diversity of characteristics including but not limited to sexual orientation, age, gender, race, ethnicity, disability, civil status, personality, thinking style and religious beliefs.

### Our Objectives

NIBRT believes that embracing equality, diversity, and inclusion in the workplace benefits not just the organisation, but also individual employees. Employees bring their own background, work style, distinct capabilities, experience and characteristics to their work. We recognise that a diverse workforce will enable us to utilise the widest range of skills, knowledge and experience in our business.

Therefore, a one-size-fits-all approach to managing a workforce does not achieve fairness and equality of opportunity. As well as treating people equally and with dignity and respect, NIBRT's objective is to create a supportive environment in which all employees can flourish and reach their full potential, regardless of differences, experience or education. Harnessing the wide range of perspectives this diversity brings, promotes innovation and helps make us more creative and competitive.

### **Meeting our Objectives**

In order to promote EDI as an employer and strive so that no one is disadvantaged by conditions or requirements of employment, NIBRT will do the following:

- ✓ **EDI in all our Policies:** We will continue to formulate and implement policies and practices that value diversity, provide equality of opportunity and undertake that no job applicant, employee, training client or research client receives less favourable treatment. We also pledge that policies and practices reflect our commitment to treating people fairly, promoting an integrated way of working and respecting the dignity of employees at all times.
- ✓ **Educate:** All management and employees will receive ongoing Equality, Diversity and Inclusion Awareness training to ensure they recognise when they are making stereotypical assumptions or judgements (unconscious bias) about people, and avoid any discriminatory practices in the way. We will continuously build skills and knowledge to enable fairness, respect, equality, diversity, inclusion and engagement become embedded in our culture, strategy and processes.
- ✓ **Equal access to development:** As part of our Talent Management strategy, we assign a dedicated budget and have a defined policy and process to support training and education development to enhance potential and we will allow for paid/unpaid leave for educational purposes.
- ✓ **Equal Pay:** We undertake pay benchmarking and work towards eliminating unfair pay gaps where these are identified.
- ✓ **Dignity at Work:** Challenge and apply zero tolerance to discrimination, bullying, harassment and inappropriate behaviour, thoroughly investigating any reported incidents and taking appropriate actions, NIBRT's Dignity at Work Policy support this.
- ✓ **Work-Life Balance:** We recognise that employees have different needs at different stages during their career for example to balance work and caring responsibilities. We will attempt to accommodate employee requests to work flexibly, whether part-time or some other working arrangement, for whatever reason, so long as arrangement is consistent with the needs of the

organisation. We will also implement initiatives to help employees return to NIBRT after an absence.

- ✓ **Family-Friendly:** Our terms and conditions of employment allow for Paternity Leave and Parents Leave in addition to standard Maternity, Adoption and Parental Leave, in accordance with current legislation. Allowance will also be made for compassionate leave to deal with domestic emergencies.
- ✓ **Supporting disabilities:** NIBRT will, per the Employment Equality Acts 1998–2015, make reasonable accommodations to support disabled people and enable them to do their job without unnecessary difficulty. NIBRT has accessible facilities and the design of facility expansions will be approached with accessibility in mind.
- ✓ **Embracing faiths:** We are committed to ensuring employees have the opportunity to embrace their faith at work by:-
  - Facilitating a place for observances during the working day and at the workplace as appropriate.
  - Considering dietary requirements in catering for employees and training clients, and when providing facilities to eat and store food.
  - Not imposing a dress code contrary to religious beliefs, and in compliance with PPE and Health & Safety implications.
- ✓ **Connecting races, appreciating ethnicity:** NIBRT enjoy the benefits of employing people from all over the world. We aim to support employees to stay connected with family, home, festivities or rituals through generous annual leave policies, flexibility on supporting travel and lengthy breaks from on-site working as well as a Work from Home Policy. NIBRT aims to include all employees in the NIBRT team through a shared set of values, policies that prevent discrimination at recruitment, training or promotion stages of career in NIBRT and multiple different kinds of social events that respect differing attitudes, preferences, cultures etc.

## **Monitoring and Evaluation**

NIBRT will systematically evaluate the effectiveness of its Equality, Diversity and Inclusion Policy. Information gathered through targeted questions in our Annual NIBRT Employee Survey, Exit discussions, complaints, grievances, other appropriate processes will be analysed to identify any particular trends. Output data on gender, race, age, training, performance and promotions will be published to demonstrate our robust evaluation of this Policy. Where any actionable trends are identified, these will be investigated fully and recommendations made to the CEO.

HR will report to the D&I Champion, CEO and the Board on the outcomes of monitoring and evaluation activities, including any trends if required to do so.

## **Policy Review**

Responsibility for review of this policy sits with HR.

*This policy is supported by and should be read in conjunction with NIBRT's Equal Opportunities Policy, Dignity At Work Policy and Disciplinary and Grievance Procedures. Any employees with questions or concerns about any type of discrimination in the workplace are urged to bring these issues to the attention of their immediate Manager or any other Manager or HR. Employees are assured they can raise concerns and make reports without fear of reprisal, all reports will be treated with appropriate confidentiality.*

*NIBRT supports DORA (Declaration on Research Assessment) Principles and accepts its Vision, Objectives and Approach to best practice in the assessment of scholarly research. DORA comprises a set of recommendations that respond to the pressing need to improve the ways in which the output of scientific research is evaluated by funding agencies, academic institutions, and other parties. Any impact DORA can have on D&I is welcomed and adopted by NIBRT.*