

# Equality, Diversity and Inclusion (ED&I) Policy

## Our values

PETA Ltd is committed to providing a welcoming environment where every PETA employee, volunteer, visitor and learner is treated with dignity and respected for their own characteristics and abilities, in ways that value and make the best use of these abilities. We aim to promote an inclusive culture in which everyone is encouraged to be themselves and use their talents to get the very best from all that they do.

We achieve this by:

- ▶ Communicating our policy with all our stakeholders: employees as they join PETA and at regular intervals, Apprentices throughout their learning programmes & delegates and employers through our website. Equality, diversity and inclusion will be embedded within our learning programmes.
- ▶ Upholding our collective responsibility to adhere and enforce this policy and to promote a working and learning environment that is free from discrimination, victimisation, harassment and bullying.
- ▶ Creating an open reporting culture and where individuals and/or groups act contrary to our policies or values taking appropriate, timely action.
  - Learners will be encouraged to provide feedback and/or raise concerns through the Learner Voice mechanism and the [safeguarding@peta.co.uk](mailto:safeguarding@peta.co.uk) confidential email process.
  - Employees will be encouraged to provide feedback through their champions or through the employee voice mechanism.

Our centres will be reviewed for accessibility and reasonable adjustments to meet specific access needs, where applicable, will be addressed where practicable. Alternative arrangements will be investigated to strengthen accessibility to PETA sites.

We have an internal champion (Equality, Diversity and Inclusion Management Representative), who will act as the lead in interpreting legislation policy and practice development, ensuring it is embedded and working across the business, raising any issues or sharing concerns on a practical level.

Engaging a team of volunteers who champion ED&I through action planning, meetings and sharing research and ideas.

Ensuring continuous conversations through the ED&I champions, who openly share discussions and topics with colleagues to raise awareness. This approach is through multiple mediums including internal social media, email, conversations, team meetings and leading by example to trigger conversations.

Providing all employees access to the Employee Assistance Programme, which provides insights to current topics for all employees' development.

Promoting awareness through campaigns, training and education, discussion at department meetings, using our training to apply our values in the workplace.

Using internal social media to celebrate successes and raise awareness.

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Continuously review all policies and processes to ensure ED&I are proactively integrated within PETA working practices.

Generate data to identify action planning which will include monitoring trends in feedback, pay gaps, employee development analysis. We monitor our recruitment and staff development practice to measure our effectiveness in applying equality, diversity and inclusion to the recruitment, development and promotion of employees.

We make reasonable efforts to meet the specific requirements of any individual (staff or learners or visitors), arising from religious or cultural obligations.

PETA's policies uphold that discriminatory behaviour against employees, volunteers and learners and visitors is unacceptable and will not be tolerated.

## Our response to breaches to our policy

We are committed to upholding our values through our practical application in everything we do. Should any instances of discrimination, victimisation, harassment and bullying arise, we will take a serious view and address these with the individuals concerned, applying a level of action appropriate to the breach in policy. The action will be reviewed in accordance with our disciplinary process.

### Links to guiding principles and definitions of Equality, Diversity and Inclusion

PETA Ltd work to ensure our policy is informed & maintained in line with the latest requirements of legislation.

<https://www.legislation.gov.uk/ukpga/2010/15/part/1>

### Links to other relevant PETA Ltd policies

[Safer Recruitment](#)

[Whistleblowing](#)

[Grievance and Appeal](#)

[Disciplinary](#)

This policy was reviewed on 15 June 2023. The next review will be by 1 June 2024.

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