

Diversity, Equity and Inclusion Policy

Swift Science Writing is committed to encouraging equality, diversity and inclusion within its business, and eliminating unlawful discrimination.

The aim is for our business to be truly representative of all sections of society and for every employee to feel respected and able to give their best.

The organisation - in providing its services - is also committed against unlawful discrimination of its clients or the public.

Our policy's purpose

This policy's purpose is to:

- Provide equality, fairness and respect for all our employees
- Not unlawfully discriminate based on 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
- Oppose and avoid all forms of unlawful discrimination. This includes in:
 - pay and benefits
 - terms and conditions of employment
 - dealing with grievances and discipline
 - dismissal
 - redundancy
 - leave for parents
 - requests for flexible working
 - selection for employment, promotion, training or other developmental opportunities

Our commitments

Our organisation commits to:

- Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promote dignity and respect for all, and recognise and value individual differences and the contributions of all staff
 - Responsibilities include staff helping the organisation provide equal opportunities in employment, and preventing bullying, harassment, victimisation and unlawful discrimination
 - All staff should understand that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination against fellow employees, customers, suppliers and the public in the course of their employment
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities
 - Such acts will be dealt with as misconduct, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and could lead to dismissal without notice
 - Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence
- Make opportunities for training, development and progress available to everyone, and help and encourage employees to develop their full potential so their talents and resources can be fully utilised
- Make decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law
- Assess how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, and considering and taking action to address any issues

Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by senior management.