

DIVERSITY & INCLUSION POLICY

A FU⁺UREPLUS GUIDE

WHAT IS A DIVERSITY & INCLUSION POLICY?

A diversity and inclusion policy is a formal statement outlining an organisation's commitment to creating a workplace where everyone feels valued, respected, and has equitable opportunities.

Addressing issues of diversity and inclusion (D&I) within your organisation and across your entire value chain is essential for creating a respectful and equitable workplace.

Research consistently demonstrates that diverse and inclusive companies outperform their peers. These companies experience increased creativity, better decision-making, higher innovation rates, stronger problem-solving abilities, improved employee satisfaction and retention, and enhanced company reputation.

DEFINITION

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What is 'Diversity'?

Diversity in the workplace means that an organisation employs a diverse team of people reflective of the societies in which it operates. It incorporates all of the elements that make individuals unique from one another, such as age, gender, ethnicity, physical ability, neurodiversity, religion, sexual orientation and more.

What is 'Inclusion'?

Inclusion means ensuring equitable access to opportunities and resources for all, including those who might otherwise be excluded or marginalised. An inclusive workplace ensures that the voices and opinions of everyone are heard and considered, creating an environment where everyone feels respected and valued.

What do we look for?

FuturePlus measures diversity and inclusion by looking at how your organisation considers and promotes diversity and inclusion when selecting and building relationships both within and outside your business, from suppliers and employees, to team leaders and Board members. We also consider how you promote and market your products and services.

We believe that a truly diverse and inclusive organisation is one in which the needs, perspectives and potential of all employees are valued equitably, and where social responsibility is embedded into your organisation by building a diverse, and socially and economically inclusive supply chain.

YOUR POLICY

Why put a formal policy in place?

A formal diversity and inclusion policy provides a clear framework for creating an equitable and welcoming workplace. It allows organisations to clearly outline what is expected from employees and management, provides a framework for addressing D&I issues, and defines roles and responsibilities for implementing the policy.

We encourage organisations to also consider diversity and inclusion issues *beyond* a specific D&I policy, ensuring that all employment policies promote equity in relation to gender, age, nationality, ethnicity, religion, sexuality, colour, caste, language, neurodiversity, and disability.

Where to start?

Before putting a policy in place, we recommend analysing your current workforce demographics, including age, gender, ethnicity, disability, etc. to identify where your company is doing well and areas that may need improvement.

Gather employee feedback on inclusion factors through surveys or focus groups to understand experiences and perceptions. These may include promotions, training, workplace culture, or physical provisions such as accessibility, flexible working arrangements or family leave policies.

Your policy should aim to address the most material diversity and inclusion factors relevant to your business, based on your findings.

WHAT SHOULD THE POLICY COVER?

OPENING STATEMENT



Include a statement from your CEO or founders, stating why D&I matters to your business.

RECRUITMENT, PAY & TRAINING



Outline your commitment to increasing diverse representation within your business through your recruitment and succession planning processes, and to ensuring equal pay for equal work. Include details of any D&I training you carry out, or plan to introduce, for example unconscious bias training.

YOUR COMMITMENT TO INCLUSION



Reinforce the company's commitment to inclusion by outlining any steps you have taken to create an inclusive culture and working conditions, for example a flexible working policy or physical adaptations to the work environment.

GRIEVANCES



Explain clearly how grievances with regard to discriminatory behaviour or harassment should be raised and how any grievance will be acted upon, including a link to your whistleblowing policy.

BEHAVIOURAL EXPECTATIONS



Outline the expectations you have for employees, leadership and Board members to behave in a respectful and cooperative manner, treating all colleagues equitably and without discrimination. You may also wish to link to an anti-harassment policy, code of conduct, and human rights policy, if you have them in place.

SUPPLIER DIVERSITY



Outline how your your D&I commitments extend to your supply chain and partners as well as your own teams.

OTHER THINGS TO CONSIDER



Putting a diversity and inclusion policy in place is a great place to start, but it's the actions you take to **embed** the policy and bring it to life that really count.



Include details of **who** within the organisation is responsible for your D&I initiatives, and **how** the policy will be enacted.



Your approach to **marketing** and **communications** should also be included in your D&I policy and strategy, authentically representing your commitments.

NEED MORE

HELP? We can supply a structure to create for a Diversity and Inclusion Policy. We also offer consultancy services if you would like more comprehensive support, for example, assistance in implementing a diversity and inclusion strategy within your business.

Please let us know if you would like more information – we would be happy to provide a quote for either service: info@future-plus.co.uk

