*“When everyone is included, everyone wins.”*

*Jesse Jackson*

Equality, Diversity and Inclusion (ED&I) is part of the way in which Jelli operates. People and talent are the lifeblood of our business, the only way we can grow and achieve our goals is if we create an environment where people can be themselves and we can help them to reach their full potential.

‘Equality’ means fairness, everyone is treated fairly and has the same opportunities to fulfil their potential free from discrimination. It also means equality of opportunity, ensuring that those that may be disadvantaged have the tools and support they need to access the same, fair opportunities.

‘Diversity’ is recognising differences, it is the celebration of individuals amongst the workforce that are reflective of us as an organisation, our clients, our freelancers and our candidates.

‘Inclusion’ is ensuring our differences are valued and used to enable everyone to thrive. Ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution no matter their background, identity or circumstances.

This policy sets out our commitment to promoting a culture which benefits employees, interns, volunteers, apprentices, clients, workers, freelancers and candidates alike.

**Policy Statement**

* Jelli is fully committed to providing equal opportunities for all employees, interns, volunteers, apprentices, clients, workers, freelancers and candidates and to eliminating unlawful and unfair discrimination. We aim to create a culture that encourages and values diversity, and that appoints, rewards and promotes the team based on merit.
* We will not unlawfully discriminate against any employees, interns, volunteers, apprentices, clients, workers, freelancers or candidates because of any ‘protected characteristic’, namely:
  + age;
  + disability;
  + gender reassignment;
  + marriage or civil partnership status;
  + pregnancy and maternity;
  + race (including colour, nationality and ethnic or national origin);
  + religion or belief;
  + sex; or
  + sexual orientation.
* Equally, we will not treat any employee, intern, volunteer, apprentice, client, worker, freelancer or candidate less favourably because:
  + they are (or are not) a trade union member; or
  + they work part-time or on a fixed-term basis; or
  + of their socio-economic background; or
  + they have caring responsibilities.

**Equality Principles**

* As set out, there should be no discrimination because of any of the protected characteristics. The types of discrimination that are prohibited are explained below. Discrimination may occur in the following forms:
  + **direct discrimination**—this is treating someone less favourably (or, in the case of pregnancy and maternity, unfavourably) because of a protected characteristic.
  + **indirect discrimination**—this is treating a group of people in the same way, but in a way which adversely affects those with a protected characteristic. Such treatment is unlawful unless it can be objectively justified;
  + **victimisation**—this is treating someone less favourably because they have alleged discrimination or asserted their right not to be discriminated against because of a protected characteristic.
  + **harassment**—this is unwanted conduct, related to a protected characteristic, which has the purpose or effect of creating an intimidating, hostile, degrading, humiliating or offensive environment for someone. Harassment may also be of a sexual nature.
  + **discrimination arising from disability**—this is unfavourable treatment of the disabled person because of something arising in consequence of their disability. Such treatment is unlawful unless it can be objectively justified;
  + In the case of disability only, **the duty to make reasonable adjustments**—this duty comprises three requirements, each of which arises where a disabled person is at a substantial disadvantage in relation to a ‘relevant matter’. Where a provision, criterion or practice puts a disabled person at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled; where a physical feature puts a disabled person at a substantial disadvantage; where a disabled person would, but for the provision of an auxiliary aid, be put at a substantial disadvantage.

**Our Commitment**

* Everyone is entitled to a working environment which promotes dignity and respect. No form of discrimination, victimisation or harassment will be tolerated. We aim to curate a community of like minded individuals that celebrates and values our differences, where everyone is treated fairly and equally.
* This applies to employees, interns, volunteers, apprentices, clients, workers, freelancers and candidates. Everyone is responsible for ensuring that there is no discrimination in the workplace and for ensuring that this policy is applied on a day-to-day basis. Everyone is also expected to apply the principles of equal opportunities and non-discrimination in their interactions with clients, suppliers and business partners.
* For our recruitment and selection process we will ensure that decisions will not discriminate, whether consciously or unconsciously. Job and project descriptions will be reviewed based on this policy. We will utilise a range of media sources to ensure we attract a range of talent. All applicants will receive fair treatment and be considered based on their ability.
* We will ensure that all our team are provided with regular training on this policy.
* The principles apply in the workplace and outside the workplace in a work-related context, such as on business trips, customer or supplier events or work-related social events.
* Special responsibility for the practical application of this equality policy falls upon all team members involved in the recruitment, selection, appraisal, promotion and training of employees and contractors.
* We will follow local laws as a minimum standard.
* Our founders are personally responsible for this policy, its implementation, monitoring and review. They will take all complaints seriously and appropriate action will be taken in a timely manner.

**Raising Concerns**

If you have any doubt or concern about this policy, or how it should be applied in any particular instance or situation. Or if you feel that you are, or have been discriminated against, harassed or victimised you should raise the matter in complete confidence with our founders as soon as possible. We will not tolerate behaviour that goes against this policy, we therefore take all complaints seriously and deal with them accordingly.