

# Diversity, Equality and Inclusion Policy (DEI)

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At Be-Resourcing, we are dedicated to fostering a culture that promotes diversity, equity and inclusion (DEI) in all aspects of our operations. This commitment is integral to our mission and is reflected in our recruitment practices, workplace environment, and interactions with clients and candidates. We believe that a diverse workforce enhances our ability to serve our clients, drives innovation, and reflects the values of our organisation.

## DEFINITIONS

- **Diversity:** The presence of differences within a setting, including but not limited to race, gender identity, ethnicity, nationality, disability, sexual orientation and socioeconomic status.
- **Equity:** The process of ensuring fair treatment, equality of opportunity and fairness in access to information and resources for all.
- **Inclusion:** Creating environments in which any individual or group can be and feel welcomed, respected, supported and valued to fully participate.

This policy applies to all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers. It also guides our interactions with clients, customers, suppliers and visitors.

Be-IT is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals can make the best use of their skills, free from discrimination or harassment and where all decisions are based on merit.

## Recruitment and Selection

- **Inclusive Job Advertisements:** We ensure our job advertisements are neutral and appealing to all groups, avoiding stereotypes and biased language. We advertise vacancies widely to reach a diverse audience, including partnerships with organisations dedicated to enhancing opportunities for underrepresented groups.
- **Unbiased Screening and Interviewing:** All recruitment processes are designed to eliminate bias. We use structured interviews and standardised criteria to ensure fair evaluation, we also advise our clients on best practice when interviewing candidates we submit for vacancies. Health and disability-related questions are only asked when necessary and permitted by law.
- **Diverse Sourcing Channels:** We actively source candidates from various platforms, including job boards, social media and partnerships with diversity-focused organisations. We attend job fairs at a broad spectrum of educational institutions.



## Training and Development

- **Equality and Diversity Training:** All staff receive training on DEI principles and practices. Managers receive additional training on inclusive leadership and recruitment best practices.
- **Continuous Learning:** We encourage continuous learning about DEI issues through workshops, seminars, and online courses. Staff are supported in their efforts to stay informed about market trends and best practices in DEI.

## Workplace Environment

- **Inclusive Culture:** We strive to create a welcoming culture where everyone feels valued and included. This includes recognising and respecting all viewpoints and ensuring all voices are heard. We implemented a Be-Heard initiative run by our employees to ensure leadership are aware of any problems, issues, ideas our employees have regarding the organisation.
- **Supportive Practices:** We offer flexible working arrangements with two days per week in our office and 3 days from home, reasonable adjustments for disabilities and support for various cultural and religious practices to ensure all employees can thrive.
- **Employee Resource Groups (ERGs):** We support the formation of ERGs to provide support and networking opportunities for employees from historically underrepresented groups.

## Monitoring and Accountability

- **Data Collection and Analysis:** We collect and analyse data on the diversity of our workforce and applicants to identify and address gaps. This includes monitoring recruitment, promotion and retention rates.
- **Regular Reviews:** Our DEI policies and practices are reviewed regularly to ensure they remain effective and aligned with best practices. Feedback from employees and other stakeholders is actively sought and incorporated.
- **Transparency and Reporting:** We are committed to transparency in our DEI efforts and regularly report on our progress. This includes sharing insights and strategies with the industry to promote broader change.

## Handling Discrimination and Harassment

- **Zero Tolerance:** We have a zero-tolerance policy towards discrimination and harassment. All complaints are taken seriously and addressed promptly and confidentially.
- **Support and Protection:** Employees who raise concerns about discrimination or harassment are protected from retaliation. Support is available through our CEO and external advisors if needed.



## Our DEI policy is aligned with our core values:

- **Be-Brave:** Embracing risks, learning from mistakes and thinking creatively. We encourage our staff to take responsibility and accountability for their actions, fostering an environment where everyone feels empowered to contribute.
- **Be-Connected:** Actively participating in the business community and fostering strong relationships. We value engagement with our network and support the development of personal brands, encouraging our team to attend tech events, meetups and meetings.
- **Be-Informed:** Staying updated with the dynamic business landscape and ensuring expertise. Continuous learning is critical, and we support our staff in completing training courses and staying abreast of market trends to provide informed advice to clients and candidates.

## Technology and Innovation

- Recruitment Business Intelligence Tool (RBIT): Utilising advanced data analytics and AI to ensure unbiased hiring processes.
  - Reducing time to hire by streamlining the recruitment process.
  - Enhancing the accuracy of candidate evaluations.
  - Providing real-time insights into recruitment metrics and diversity data.
- AI-Powered Screening: Implement AI tools to flag and replace biased language in job descriptions and screening processes.
- Remote Recruitment: Leverage hybrid work models to attract talent from diverse geographical and socio-economic backgrounds.

**Be-Resourcing is dedicated to creating a diverse and inclusive workplace where all individuals can thrive. By implementing comprehensive recruitment practices, providing ongoing training and actively engaging with the community, we aim to uphold our commitment to equality and ensure that our services are accessible and fair to all.**