**FIS Respect Policy**

***Fairness, Equality, Diversity and Inclusivity in our community and the wider finishes and interiors sector***

As the Trade Body for the £10 billion finishes and interiors sector, FIS is committed to encouraging equality, diversity and inclusion within our workforce and across the wider sector - eliminating unlawful discrimination and ensuring the sector and the businesses therein understand the importance and are equipped to support all individuals within our community.

The aim is to ensure respect is a core value and reflected in all behaviour within our community and to ensure that our sector becomes truly representative of all sections of society.

The policy’s purpose is to:

* guarantee all those working in the sector are respected and feel safe and are able to be open about who they are and contribute as their best self.
* provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
* not unlawfully discriminate because of 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 and 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, and selection for employment, promotion, training or other developmental opportunities.

The organisation commits to:

* Emphasise at every opportunity the importance of behaving with respect to all individuals that make up the workforce or come into contact with our workforce.
* Encourage equality, diversity and inclusion in the workplace and maintain a dynamic [FIR Hub](https://www.thefis.org/knowledge-hub/employment/fis-inclusivity-toolkit/) on the FIS website to support businesses in our community in doing the same.
* Use FIS events as an opportunity to remind attendees of the importance of maintaining the values expressed herein beyond the traditional work environment and ensuring all FIS, industry and social events are a safe and enjoyable experience for all.
* Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes providing information and emphasising through our work an understanding of rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

* 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.

Where this involves a member, acts will be dealt with as failure to meet the requirements of the [FIS Code of Conduct.](https://www.thefis.org/about-us/the-fis-code-of-conduct/)  All should be reminded that 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 our community, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
* Encourage all organisations to nominate at least one individual to complete the [FIR Ambassador’s course](https://www.supplychainschool.co.uk/topics/fairness-inclusion-respect/fir-ambassadors/).
* Ensure within FIS and in appointing offices decisions within the organisation will be 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. We will encourage our members and wider community to do the same.
* Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice,
reviewing them annually, and considering and taking action to address
any issues.

The equality, diversity and inclusion policy is fully supported by the [Board of FIS](https://www.thefis.org/about-us/board/), Any breach will be managed in accordance with the FIS misconduct procedures or member complaint process.

Details of the organisation’s [Code of Conduct](https://www.thefis.org/about-us/the-fis-code-of-conduct/) and disciplinary policies and procedures can be found here. This includes with whom a complaint should be raised.



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