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Niburu Recordings Ltd

Equality, Diversity & Inclusion Policy

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1. Introduction

Our Mission Statement

Niburu Recordings Ltd is committed to upholding equality, diversity and inclusion for all people, at all times. EDI principals underpin the framework of Niburu's core values and are reflected throughout our projects and business structure. Niburu embraces an inclusive workplace culture, upholding diversity throughout its employees and leadership team.

Our Vision

Niburu Recordings Ltd supports promotion of the vibrant 'living culture' of EDI, where all are equally respected and afforded equal opportunity to thrive. Embedded at the core of this vision is a holistic approach to EDI's development through a combination of structured planning, ongoing monitoring, regular review, training, sharing and learning.

Policy Objectives

The policy will provide access and guidance to the firm foundation on which Niburu's EDI principals are built:

Encouraging an inclusive and accessible culture everyone:

Ensuring that all clients, staff and partnership organisations work in a climate of equality, accessibility and respect.

Ensuring a culture of ongoing policy review is undertaken:

Ensuring Niburu's CEO and Trustee's ensure EDI principles for continuous development form part of a 'living culture'. Setting structured internal managements systems to monitor Niburu's performance.

Providing a code of conduct for staff and partnership organisation: ensuring all employees, trustees and volunteers understand the responsibility for appropriate behaviour and uphold the policy.

Providing a policy of inclusive recruitment: ensuring no applicant or employee receives less favourable treatment in all aspects of recruitment, reward structure, performance reviews and assistance in career development. Ensuring selection criteria and procedures will be monitored and regularly reviewed.

2. Policy Statements

Niburu Recording Ltd maintains an ongoing practice of:

- Equal opportunities: commitment to fairness in recruitment, training and all areas of engagement with employees, clients and stakeholders.
- Anti-discrimination: Niburu Recordings exercises zero tolerance for any form of discrimination.
- Diversity Promotion: through ongoing monitoring and review of diversity within the company, strategies are undertaken to increase diversity at all levels.
- Inclusion initiatives – through consultation with staff, stakeholders and clients, Niburu Recording will implement relevant programmes and strategies to ensure all feel included and valued.
- Accessibility – we uphold a commitment to ensure our project will be accessible for all.

3. Scope

The policy covers:

- All Niburu Recording Ltd employees, trustees and volunteers: observing adherence to the policies objectives and guidance at all times.
- Clients, collaborators, and stakeholders: Niburu Recordings will develop EDI principles through engagement and advocacy.
- The principle of EDI will be observed at all times by employees, trustees and volunteers when representing Niburu Recordings Ltd.

4. Responsibilities

- The Chief Executive Officer/Manager and the Trustees of Niburu Recordings Ltd have ultimate responsibility for the effectiveness of the policy.
- Employees, volunteers and others associated with Niburu Recordings Ltd all have a responsibility to ensure their actions comply with the policy.
- Communications with stakeholders and clients demonstrates Niburu's commitment to EDI.

Employer Responsibilities

- Responsibility for the implementation of the policy is delegated by the Board of Trustees to the Chief Executive /Manger on a day to day basis.
- That person will bring this policy to the attention of all employees/volunteers.
- Training, as appropriate, will be given to support the policy and its implementation.
- Procedures and selection criteria will be regularly reviewed for the avoidance of direct and indirect discrimination.
- Niburu Recordings Ltd has a duty of care to all employees which includes protection from harassment in the workplace.
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- The organisation will not tolerate harassment of or by any employee and will take measures to handle such issues.

Employee Responsibilities

- It is the responsibility of all employees/volunteers to promote and observe the equal opportunity policy and diversity appreciative practices in all their dealings with inside and external contacts to the Niburu Recordings Ltd.
- Failure to comply could result in disciplinary action being brought which could include dismissal from Niburu Recordings Ltd.
- Employees who consider they have been subject to harassment or discrimination should formally ask the person responsible to stop the behaviour and explain that it offends or makes them feel uncomfortable and is interfering with their work.
- If the behaviour continues formal proceedings should be started by raising a grievance with the line manager or Chief Executive Officer. Where the employee causing the disruptive behaviour is the Chief Executive the formal grievance should be raised with the Chair of the Board of Trustees.
- The complaint will be investigated.

5. Definitions

There are two forms of discrimination direct and indirect discrimination.

Direct Discrimination

- Direct discrimination occurs when a person discriminates against another person (see Protected Characteristics below for a full list), by treating them less favourable than they treat or would treat someone else.

Indirect Discrimination

- Indirect discrimination occurs when a person is discriminated against another person by applying selection criteria, policies, benefits, employment rules or any other practicalities which would result in certain groups (see section 1 for full list) being at a disadvantage.

Protected characteristics (Equality Act 2010)

Age: Protection from discrimination based on a person's age group.

- Protection from discrimination for people of all ages. Prohibiting unfair treatment because of an individual's actual age or the age group they belong to. This applies to both younger and older individuals in various contexts such as employment, education, and access to goods and services.

Disability: Physical or mental impairment with substantial long-term effects.

- Covering physical or mental impairments that have a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. This includes visible disabilities as well as hidden conditions such as mental health issues, learning difficulties, and chronic illnesses. In addition, individuals are protected from discrimination based on past disabilities or perceived disabilities.

Gender reassignment: The process of transitioning from one gender to another.

Protecting transgender individuals who are proposing to undergo, are undergoing, or have undergone a process (or part of a process) to reassign their sex. This does not need to involve medical intervention and can be purely social. Protection begins from the moment a person decides to live in their preferred gender identity.

Marriage or civil partnership: Being married or in a civil partnership.

Providing protection for people who are married or in a civil partnership from discrimination, particularly regarding employment.

Pregnancy or maternity: Being pregnant or on maternity leave.

Covering the period of pregnancy and statutory maternity leave. It protects women from unfair treatment due to pregnancy, pregnancy-related illness, or taking (or seeking to take) maternity leave. Protection extends to breastfeeding mothers in some contexts.

Race: Includes colour, nationality, ethnic or national origins.

Includes colour, nationality, and ethnic or national origins. Covering both visible and non-visible differences. Protection extends to discrimination based on perceived race, even if that perception is incorrect.

Religion or belief: Religious and philosophical beliefs, including lack of belief.

Covering any religious or philosophical belief, as well as a lack of belief. It includes mainstream religions and smaller sects, as well as non-religious beliefs like humanism or atheism.

Sex: Being male or female.

Protecting both men and women from discrimination based on their sex. Covering direct and indirect discrimination, as well as issues like equal pay and conditions of employment.

Sexual orientation: An individual's sexual attraction towards their own sex, the opposite sex, or both sexes.

Protecting people from discrimination based on their sexual attraction towards people of the same sex (lesbian or gay), the opposite sex (heterosexual), or both sexes (bisexual). Covering perceived sexual orientation and discrimination by association.

6. Types of discrimination

Harassment

Harassment can be defined as unwanted conduct that has the purpose or the effect of violating dignity or creating an intimidating, hostile, degrading or offensive environment.

Niburu Recordings Ltd will not allow harassment of employees by anyone including members of the public.

Harassment can take a number of forms but the most common are sexual, racial, gender or workforce harassment.

Sexual Harassment

- Sexual harassment is a form of sex discrimination. It is unlawful behaviour contrary to the Sexual Discrimination Act 1975.

Examples of sexual harassment are:

- Verbal propositions, innuendo, suggestive remarks.
- Display of sexual offensive pictures, sexually suggestive gestures, written material.
- Physical touching, pinching, brushing against another employee's body.
- Offensive or unwanted comments about appearance, clothes or personal characteristics.

Racial Harassment

Racial harassment is a form of race discrimination. It is unlawful behaviour contrary to the Race Relations Act 1976.

Examples of racial harassment are:

- Abusive remarks, racist jokes.
- Graffiti or gestures.
- Physical threats or assaults.

Workplace Harassment

The UK law was amended in 2003 to include harassment and there is now a build up of case law. However, such behaviour is considered by Niburu Recordings Ltd to be unacceptable and action should be taken.

Examples of workforce harassment are:

- Shouting or swearing at people in public and in private.
- Persistent or unwarranted criticism.
- Ignoring or deliberately excluding people.

- Dispensing disciplinary action which is unjustified.
- Deliberately sabotaging or impeding work.
- Removing areas of responsibility without explanation.
- Consistently imposing excessively demanding tasks with the expectation of failure.

7. Legal Framework

The Equality Act 2010

8. Implementation

Niburu Recordings Ltd will undertake the following to implement EDI within the company:

- Training Programmes: Induction training for new team members and periodic re-training.
- Awareness Campaigns: Periodic campaigns to promote EDI within the company and wider community.
- Recruitment: Review of selection criteria to support diversity within the company.
- Resource allocation: Dedicated resource budget to implement diversity initiatives.
- Timelines: Action plan to schedule rolling of identified policy improvements and amendments.
- Benchmarking: Data will be collected periodically and submitted for annual review. Recording will be embedded within the company's internal management system.

9. Procedures

Recruitment: Niburu Recordings seeks to encourage a diversity of candidates. Reference to monitoring data will be referred to, ensuring an inclusive, unbiased selection.

Continuing Professional Development: Mentoring programmes will be made available to promote development of EDI principles.

Accessibility: Adjustments will be made on a needs basis where required.

Religious observance: When required, Niburu will support different religious practices.

Additional support: Support will be provided where required (e.g. ESL clients).

10. Addressing Concerns

Reporting:

- Concerns should be reported to the Project's leader.
- Following initial enquiries, the report will be escalated Senior Reporting Officer.
- Should it be impractical to alert the Project Leader, contact can be made directly with the Senior Reporting Officer.

Formal Proceedings:

- Niburu Recordings Ltd has in place procedures for dealing with complaints of discrimination and harassment which are detailed in the Equal Opportunities Policy.

Confidentiality:

- Confidentiality will be maintained at all times.

11. Monitoring & Review

Niburu Recordings Ltd will undertake a formal review the EDI Policy annually.

A culture of ongoing review, encompassing all areas of policy, underpins Niburu's management framework for improvement.

How Review and Monitoring will be achieved:

- Establish monitoring of job applicants and the information analysed to guide the recruitment process and provide data for review of diversity targets.
- Active monitoring / review and a formal annual review will be undertaken to discern engagement and ensure positive of outcomes for equal opportunity.
- Consultation on policy will be undertaken with the project's young people's steering group, promoting involvement in the development of EDI within Niburu Recordings.