



Marshall Creative Equality, Diversity and Inclusion Policy

1. Purpose and Scope

Marshall Creative is committed to fostering an inclusive and diverse workplace where everyone is treated with dignity and respect. This Equality, Diversity, and Inclusion (EDI) Policy is designed to articulate our commitment to creating an environment that values and celebrates differences and promotes equal opportunities for all employees.

2. EDI Objectives

- **Promote Inclusivity:** Foster an inclusive workplace culture that respects and values the diversity of our employees.
- **Equal Opportunities:** Ensure equal opportunities for all employees, regardless of race, ethnicity, gender, sexual orientation, disability, age, or any other characteristic.
- **Prevent Discrimination:** Prohibit all forms of discrimination, harassment, and bias in the workplace.

3. Leadership Commitment

Leadership at Marshall Creative is committed to championing diversity and inclusion. The executive team will lead by example, promote diversity initiatives, and allocate resources to support EDI programs.

4. Employee Responsibilities

All employees are expected to contribute to creating an inclusive environment. This includes treating colleagues with respect, embracing diversity, and actively participating in EDI training and awareness programs.

5. Recruitment and Promotion

Marshall Creative is committed to a fair and unbiased recruitment and promotion process. Hiring decisions will be based on skills, qualifications, and experience, free from any discriminatory practices.

6. Training and Awareness Programs

Implement ongoing training and awareness programs to educate employees on the importance of diversity and inclusion, unconscious bias, and cultural competency.



7. Harassment and Discrimination Prevention

Establish clear policies and procedures for reporting and addressing incidents of harassment or discrimination. All complaints will be taken seriously, and appropriate action will be taken promptly.

8. Flexible Work Arrangements

Encourage and provide flexibility in work arrangements to accommodate the diverse needs of our employees, including considerations for family responsibilities, disabilities, and personal preferences.

9. Affinity Groups and Support Networks

Support the establishment of employee-led affinity groups and support networks to promote a sense of belonging and provide resources for underrepresented groups.

10. Equal Pay and Benefits

Regularly review pay structures to ensure equal pay for equal work and address any gender or diversity pay gaps. Provide equal access to benefits and development opportunities.

11. Accessibility

Ensure that all physical and digital spaces are accessible to individuals with disabilities. Make reasonable accommodations to support the needs of employees with disabilities.

12. Celebrating Diversity

Promote and celebrate cultural diversity by recognizing and commemorating various cultural observances and events. Encourage employees to share their cultural backgrounds and traditions.

13. Monitoring and Reporting

Establish mechanisms for monitoring and reporting on EDI initiatives, including diversity metrics, to track progress and identify areas for improvement.

14. Communication

Communicate openly and transparently about the organization's commitment to EDI. Regularly update employees on initiatives, progress, and successes in creating an inclusive workplace.



15. Review and Revision

This Equality, Diversity, and Inclusion Policy will be reviewed periodically to ensure its continued relevance and effectiveness. Necessary revisions will be made to adapt to changes in laws, regulations, and best practices.

This Equality, Diversity, and Inclusion Policy reflects Marshall Creative's dedication to building a workplace that values diversity, fosters inclusion, and promotes equal opportunities for all employees.

Signed
Darren Marshall [DIRECTOR]

21st Jan 2024