

# GMA Diversity & Inclusion Policy

**Version:** 2026

**Applies to:** All employees, contractors, senior leadership, suppliers, and candidates.

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## 1. Purpose

Gregory Micallef Associates (GMA) is committed to fostering a workplace where every individual feels respected, supported, and able to contribute fully. As a UK MSP serving a diverse SME client base, we recognise that embracing diversity strengthens our culture, enhances innovation, and improves service quality.

This policy sets clear expectations and standards for promoting equality, preventing discrimination, and ensuring an inclusive environment for all staff.

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## 2. Scope

This policy applies to:

- All employees of GMA
  - Contractors and agency staff
  - All job applicants and interview candidates
  - Third-party partners and suppliers interacting with GMA
  - All work-related activities, including client sites, remote working, and company events
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## 3. Policy Statement & Commitment

GMA is committed to:

- Providing a workplace free from discrimination, harassment, and victimisation
- Ensuring fair and equitable treatment in recruitment, development, progression, and rewards
- Actively promoting a culture where differences are valued and respected
- Complying fully with the Equality Act 2010 and other relevant UK legislation
- Embedding inclusive behaviours in leadership and everyday practice

- Continually improving the effectiveness of this policy through annual review and monitoring (aligned with monitoring approaches in the [GMAstaffhandbook2023](#))  
[\[GMAstaffhandbook2023 | Word\]](#)
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## 4. Definitions

### Diversity

The range of visible and non-visible differences that shape our identities, including (but not limited to):

- Age
- Disability
- Ethnicity and race
- Gender, gender identity and expression
- Sexual orientation
- Religion or belief
- Pregnancy or maternity
- Marriage or civil partnership
- Socio-economic background
- Neurodiversity

### Inclusion

An environment where people feel safe, valued, respected, and empowered to contribute equally. This aligns with principles highlighted in DEI learning such as the *Diversity and Inclusion at Work* workshop

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## 5. Legal Framework

This policy supports compliance with UK employment law, including:

- The Equality Act 2010
  - The Employment Rights Act
  - Health & Safety at Work Act
  - Protection from Harassment Act
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## 6. Responsibilities

### Senior Leadership

- Lead by example and model inclusive behaviours
- Ensure policies and procedures are free from bias
- Provide appropriate training on equality, diversity, and unconscious bias
- Maintain and review diversity-related metrics (a principle reinforced by DEIB accountability materials such as Driving Organizational Accountability for DEIB)

### Line Managers

- Implement this policy in day-to-day management
- Act quickly when concerns or complaints arise
- Encourage open communication and psychological safety
- Support reasonable adjustments for staff with disabilities

### Employees

- Treat colleagues, clients, and partners with dignity and respect
  - Avoid discriminatory or exclusionary behaviour
  - Report concerns without fear of retaliation
  - Contribute to a positive and inclusive culture
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## 7. Recruitment & Selection

GMA will ensure that:

- Job descriptions and adverts use inclusive language
  - Selection criteria are based purely on skills, experience, and organisational fit
  - Panels reflect diversity where possible
  - All applicants are given equal consideration regardless of protected characteristics
  - Candidate data is monitored (where appropriate) to ensure fairness, similar to monitoring practices in the Staff Handbook
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## 8. Training & Development

We will:

- Provide regular training on diversity, inclusion, and unconscious bias

- Offer development and progression opportunities based on merit
  - Support leadership training to embed DEI principles
  - Encourage participation in external learning such as *Inclusive Leadership* and *Global Inclusion* learning content (Inclusion in a Global Enterprise)
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## 9. Inclusive Workplace Practices

GMA encourages:

- Flexible working arrangements where operationally feasible
  - Reasonable adjustments for disability or health conditions
  - Respectful communication and collaboration
  - Celebration of cultural events and awareness days
  - A zero-tolerance stance on harassment or bullying
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## 10. Anti-Discrimination & Anti-Harassment

GMA prohibits:

- Direct or indirect discrimination
- Harassment or bullying
- Victimisation of any kind
- Microaggressions or behaviour that undermines dignity

Complaints will be investigated promptly, sensitively, and confidentially.

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### 11. Raising Concerns

Employees may raise concerns with:

- Their line manager
- HR or senior leadership
- An external HR support provider

GMA ensures no retaliation for raising concerns in good faith.

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## 12. Monitoring & Review

In alignment with established equality monitoring principles (as reflected in the Staff Handbook

- Review diversity data annually
  - Assess representation, recruitment outcomes, and progression
  - Seek anonymous employee feedback
  - Update this policy annually or sooner if required by legislation or internal incidents
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## 13. Related policies

- Equal Opportunities Policy (within Staff Handbook
  - Supplier Diversity Policy (
  - Anti-harassment and grievance procedures
  - Health & Safety Policy
  - QMS and compliance documentation
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## 14. Approval

**Approved by:** Managing Director

**Next Review Date:** February 2027

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