



REPORT FOR

BDS Vending Solutions

November 2023



Investors in
Diversity

BRONZE



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Diversity

BRONZE

IRISH CENTRE FOR DI>ERSITY

Congratulations

to



on achieving



Investors in
Diversity

BRONZE

Valid November 2023 to November 2024

Director of Irish Centre for Diversity



Introduction

The Irish Centre for Diversity has analysed the responses given by BDS Vending Solutions to the online application made and reviewed the evidence submitted in support.

The Maturity Model

It is recognised that organisations can be at different stages of the Diversity & Inclusion (D&I) journey. This can include the range of policies that are in place, the frequency of appropriate policy reviews and the degree to which an organisation ensures that its staff and Senior Leaders are aware of and understand these policies.

Additionally, the maturity of an organisation in terms of Diversity & Inclusion can also be indicated by the depth and breadth of its D&I training offer.

With that in mind this report indicates what level an organisation sits at based on the responses gathered and awards grades as appropriate. Possible grades awarded are as follows:

Moving On

An organisation that shows a commitment to D&I that is indicative of a high level of maturity; this signifies that an organisation appears ready to move to Investors in Diversity Silver.

Building Momentum

An organisation that demonstrates a commitment across basic levels of D&I and has a reasonable level of maturity; there is still work to do but with some effort could easily be ready to move to Investors in Diversity Silver.

Starting Out

An organisation that just about meets the basic requirements of D&I but there is much work still to be done. The implementation of a basic action plan to address some of the areas of development is required to be ready to move to Investors in Diversity Silver.

Requires Attention

An organisation at this level still has a little way to go before being able to demonstrate it meets the basic requirements of D&I. It is important to identify the address the gaps across policy, practice and training to bring the organisation up to the required standard to achieve Investors in Diversity Bronze.

Area for Concern

An organisation at this level has not yet demonstrated that it has started the D&I journey or has a significant way to go before being able to demonstrate it meets the basic requirements of D&I. There are likely to be very few policies in place. D&I training is likely to be required for Senior Leaders and staff.



Your Organisation's Results

Thank you for completing the application for Investors in Diversity Bronze.

Having collated and analysed the information and evidence received, it is our conclusion that there are many aspects of your work around Diversity & Inclusion (D&I) that BDS Vending Solutions does well, which you can take confidence from as you progress on your D&I journey. There are a few points that should be addressed or examined further, but on the whole the policies and training in place are good.

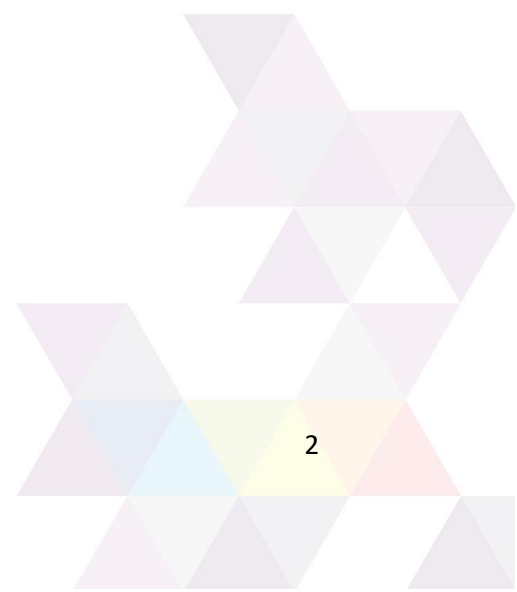
Moving On

Celebrate your success and maintain those processes and structures that have contributed to this result. There may still be individual aspects that you feel you could improve. Therefore, review the policies and training requirements set out in the Investors in Diversity Bronze and consider incorporating these into your organisation as you prepare for the Silver Award. The Irish Centre for Diversity will be able to support you with this in preparation for the next stage of your D&I journey.

We are pleased to confirm BDS Vending Solutions' successful achievement of Investors in Diversity Bronze. Congratulations on this achievement; you are now in a strong position to consider moving on to Investors in Diversity Silver.

Next Steps

The Irish Centre for Diversity is committed to continuous improvement. Your organisation's achievement so far is very positive. However, we have identified some areas that you might now wish to focus on in preparation for the next step of your journey and have included a number of recommendations in this report.





Good Practice

During the review of your application for Investors in Diversity Bronze, the Irish Centre has identified some areas that BDS Vending Solutions are recognised as representing good practice. These are:

Policies and Processes in place

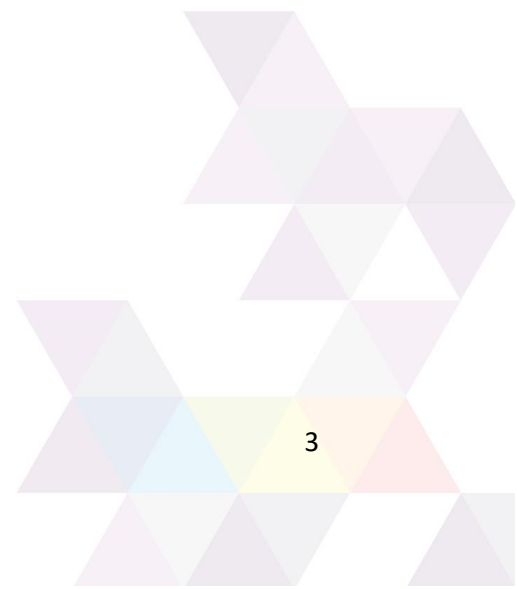
- A number of relevant policies are in place which represent many different aspects of equality, diversity and inclusion. Many policies demonstrate the organisation's dedication to developing and maintaining an inclusive, supportive culture and diverse workforce.
- It is clear from policies and procedures that bullying, harassment and discrimination will not be tolerated and any incidents will be dealt with seriously, swiftly and confidentially. This gives confidence that employees will be treated with dignity and respect.

Embedding policies and processes

- BDS Vending Solutions have indicated that they use the following methods in order to embed policies and processes.
 - Explaining changes resulting from a policy review to staff via email / internal communication.
 - Asking employees to sign to confirm that they have seen a copy of the policy/process document
 - Explaining changes resulting from a policy review to staff face to face
 - Reviewing understanding of policy during performance appraisal (or similar)

Training

- The Irish Centre for diversity has delivered training on Inclusive Leadership.





Recommendations

As part of the review of your application for Investors in Diversity Bronze, the Irish Centre has identified some actions that BDS Vending Solutions could consider taking in preparation for Investors in Diversity Silver. These are:

Policies and Processes in place

- It is not a legal requirement but is recommended that there is recording and monitoring of policies and their application, including the take up of any specific benefits against the 9 grounds of discrimination to identify and address any unfavourable trends.
- Most policies do not include reference to how a complaint can be raised in respect of the handling of the policy, this could be addressed.
- BDS Vending Solutions stated in its application that the company does not have policies in place for Gender Identity, Agile Working, Reasonable Accommodation, Mental Health at Work, Fertility Treatments & Assisted Human Reproduction, Menopause, Disability, Modern Day Slavery, Procurement, Staff Learning & Development and Code of Conduct. As part of its commitment to equality diversity and inclusion BDS Vending Solutions should consider introducing policy statements in these areas.

Embedding policies and processes

- BDS Vending Solutions could consider introducing the following methods of embedding policies and procedures.
 - Sharing the key messages of new policies within team meetings
 - Undertaking training on the content of new policies

Training

- It is important that BDS Vending Solutions continues to build on the EDI training that is in place. Provisions should also be put in place for refresher training every 1-2 years.
- It is recommended that BDS Vending Solutions introduces a Diversity and Inclusion training strategy as part of its Investors in Diversity journey that builds on the current offer.

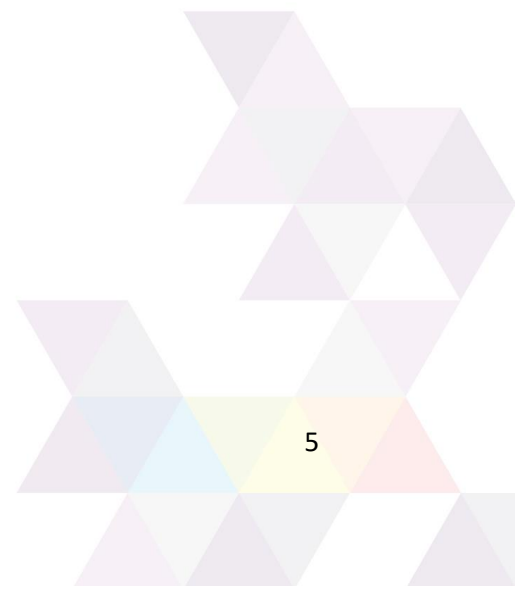




Summary of Policies in place at this time

The following list details the policies that BDS Vending Solutions has in place and when they were last reviewed internally, based on the completion of the Investors in Diversity Bronze application form.

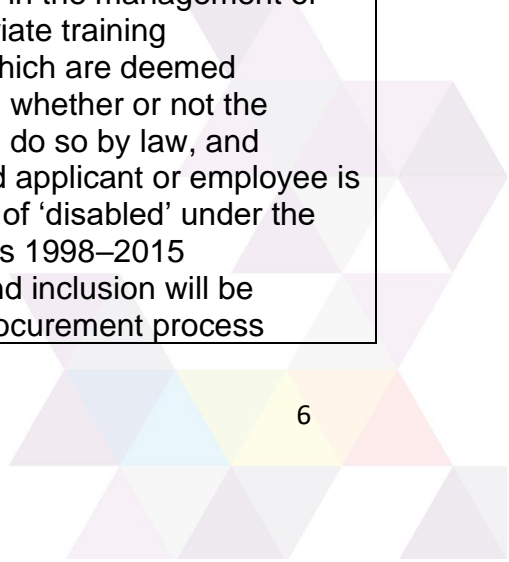
Name of Policy	Last reviewed
• Diversity & Inclusion Policy	- less than 6 months
• Anti-bullying and Harassment Policy	- less than 6 months
• Recruitment & Selection Policy	- less than 6 months
• Maternity Leave Policy	- less than 6 months
• Paternity Leave Policy	- less than 6 months
• Dignity at Work Policy	- less than 6 months
• Parental Leave Policy	- less than 6 months
• Parents Leave Policy	- less than 6 months
• Carers Leave Policy	- less than 6 months
• Gender Identity Policy	- Not in place
• Agile Working Policy	- Not in place
• Reasonable Accommodation Policy	- Not in place
• Mental Health at Work Policy	- Not in place
• Absence / Leave Policy	- less than 6 months
• Fertility Treatments & Assisted Human Reproduction Policy	- Not in place
• Menopause Policy	- Not in place
• Disability Policy	- Not in place
• Modern Day Slavery Policy	- Not in place
• Procurement Policy	- Not in place
• Adoption Leave Policy	- less than 6 months
• Compassionate Leave Policy	- less than 6 months
• Grievance Policy	- less than 6 months
• Staff Learning & Development Policy	- Not in place
• Disciplinary Procedure	- less than 6 months
• Code of Conduct	- Not in place





Feedback on Policies presented in evidence

Policy Name	Score out of 5	Comments
Diversity & Inclusion Policy	2	<p>BDS Vending Solutions recognises, respects, promotes and celebrates the value of diversity. The organisation strives to create a work environment that is free from discrimination.</p> <p>The organisation is committed to providing training and develop opportunities relevant to diversity and inclusion. There is also recognition of the value of inclusive decision making.</p> <p>The policy includes considerations that will be made with regards to staff whose first language is not English and adjustments which may be needed for different cultural traditions.</p> <p>It is recommended that BDS Vending Solutions updates the policy to incorporate the following:</p> <ul style="list-style-type: none"> - update the reference to Employment Equality Acts 1998 - 2014 to Employment Equality Acts 1998 - 2015 - definitions for diversity, equal opportunities, equity and discrimination - a statement that makes it clear that the company has a zero-tolerance approach to discrimination, bullying, harassment and inappropriate behaviour - how BDS Vending Solutions will monitor data on all applicants as well as those that are successful in order to identify any practices that unintentionally discriminate against specific groups - how the organisation will take whatever positive action is required where it can be shown that under-representation of any particular group has occurred in recruitment - how the employees involved in the selection and recruitment process, and in the management of staff, will receive appropriate training - how accommodations, which are deemed reasonable, will be made whether or not the organisation is obliged to do so by law, and whether or not a disabled applicant or employee is covered by the definition of 'disabled' under the employment Equality Acts 1998–2015 - how equality, diversity and inclusion will be considered during the procurement process





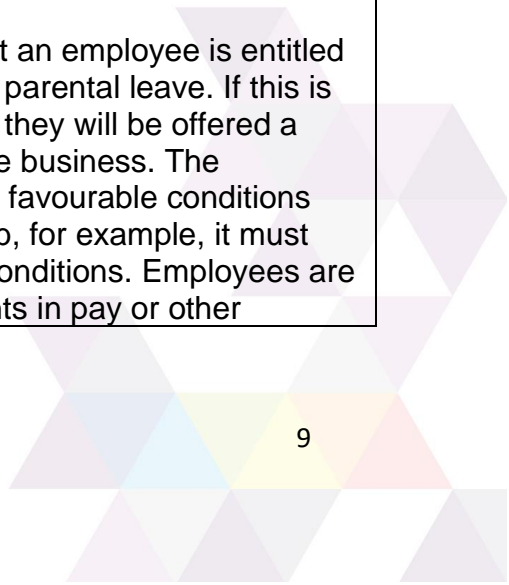
		<ul style="list-style-type: none"> - how the company will gather data to enable the monitoring of customer and staff satisfaction to identify and address any negative trends by the 9 grounds of discrimination
<p>Anti-bullying and Harassment Policy</p>	<p>4</p>	<p>Anti-bullying and harassment is covered by the Dignity at Work Policy. The policy plainly states that BDS Vending Solutions is committed to providing a work environment that is free from all forms of harassment, bullying or discrimination and one where all its employees are treated with dignity and respect. Definitions and examples of harassment, sexual harassment and workplace bullying are helpfully included within the policy. Informal and formal procedures instil a sense of confidence that complaints will be handled sensitively, confidentially and effectively. Both the complainant and the alleged perpetrator have the right to appeal against the decision maker's findings. It is stated that any employee who makes a complaint in good faith or assists in a harassment investigation will not be victimised and will be protected from retaliation.</p> <p>BDS Vending Solutions may wish to consider providing appropriate confidential counselling to employees found to have been affected by conduct deemed to be in violation of the policy.</p> <p>It is also recommended that 's/he' is changed to 'they' and 'his or her', 'her', and 'his' are changed to 'their' throughout the policy.</p>
<p>Recruitment & Selection Policy</p>	<p>3</p>	<p>The policy sends a clear message that BDS Vending Solutions has a focus on to recruiting the best candidates in a fair, consistent, and professional manner. The policy instils a sense of confidence that the recruitment and selection process will be fair.</p> <p>To demonstrate BDS Vending Solutions' commitment to diversity and inclusion, it is recommended that the following information is added to the policy.</p> <ul style="list-style-type: none"> - reference to the Disability Act 2005 - how interview panels will be diverse in terms of gender, age and ethnicity and/or diverse in other ways - how the company will take positive action to address underrepresentation - how the company will monitor the recruitment and selection of employees against the 9 grounds of discrimination - how the company will monitor the composition of its workforce in order to identify areas that may



		<p>need positive action measures to improve diversity</p> <ul style="list-style-type: none"> - how job adverts will include an 'Equal Opportunities Employer' declaration - how external job advertising may target specific types of underrepresented groups (in relation to the 9 grounds of discrimination)
Maternity Leave Policy	3	<p>The policy applies to all employees, regardless of length of service or the number of hours worked per week. Information is included on provisions for paid time allocated for breastfeeding.</p> <p>To demonstrate a commitment to diversity and inclusion beyond statutory requirements, consider adding and changing the following:</p> <ul style="list-style-type: none"> - support provided to employees who have had a stillbirth or miscarriage (regardless of when it took place) - for example, the EAP counselling details - change 'female members of staff' to 'pregnant members of staff' - change 'female employees' to 'pregnant employees' - add a congratulatory message at the start of the policy - add information on maternity leave for fathers and other relevant parents/partners in the event that the mother dies - add information on how the company will support the employee when they return to work – e.g. – 'back to work' support days; flexible working options; the option to change hours or shift patterns; the option to reduce hours / job share and part-time options; and working from home options <p>It is also worth noting in the policy that since 3 July 2023, all the rights and protections outlined in the Maternity Protection Acts also apply to transgender men who are pregnant or have given birth. These new rights are set out in the Work Life Balance and Miscellaneous Provisions Act 2023.</p>
Paternity Leave Policy	3	<p>The policy outlines the statutory requirements for paternity leave and applies to all employees who can be defined as the relevant parent of a child.</p> <p>To demonstrate a commitment to diversity and inclusion beyond statutory requirements, consider adding and changing the following:</p> <ul style="list-style-type: none"> - change 'expectant father' to 'relevant parent'



		<ul style="list-style-type: none"> - add information on support provided to employees/'relevant parents' who have lost a baby due to a stillbirth or miscarriage (regardless of when it took place) - for example, the EAP counselling details - add a congratulatory message at the start of the policy - add information on maternity leave for fathers and other relevant parents/partners in the event that the mother dies - add information on how to postpone paternity leave. For example, the birth is later than expected or if there is a delay in the placement of an adopted child. If the employee is sick before the paternity leave starts, they can postpone the paternity leave until they recover. If the baby is hospitalised, the employee request to postpone all or part of their paternity leave. - add information on what happens if the employee is sick when they are on paternity leave - the option to take additional paternity leave (whether paid or unpaid) - add information on how the company will support the employee when they return to work – e.g. – flexible working options; the option to change hours or shift patterns; the option to reduce hours / job share and part-time options; and working from home options
Dignity at Work Policy	4	See notes above under Anti-bullying & Harassment Policy.
Parental Leave Policy	2	<p>The BDS Vending Solutions Parental Leave Policy applies to all employees who have completed 12 months continuous service.</p> <p>The wording of the Parental Leave Policy is somewhat confusing as it references previous entitlements and should be updated to only reference entitlements in line with current legislation. This will help ensure that staff are clear on what they are entitled to.</p> <p>The policy should also state that an employee is entitled to return to their job after taking parental leave. If this is not reasonably practicable then they will be offered a suitably alternative job within the business. The alternative job cannot have less favourable conditions compared with their previous job, for example, it must have the same (or better) pay conditions. Employees are also entitled to any improvements in pay or other</p>





		conditions which occurred while they were on parental leave.
Parents Leave Policy	2	<p>The policy outlines BDS Vending Solutions commitment to provide Parent's Leave in line with current legislation. The policy aims to inform employees of their statutory entitlements and to ensure those rights are understood.</p> <p>The policy requires updating to state how much parent's leave an employee is entitled to as this is not currently stated in the policy. Current legislation entitles each parent to take 7 weeks' leave during the first 2 years of a child's life, or in the case of adoption, within 2 years of the placement of the child with the family.</p> <p>The policy should also state that an employee is entitled to return to their job after taking parent's leave. If this is not reasonably practicable then they will be offered a suitably alternative job within the business. The alternative job cannot have less favourable conditions compared with their previous job, for example, it must have the same (or better) pay conditions. Employees are also entitled to any improvements in pay or other conditions which occurred while they were on parent's leave. Employees are also entitled to build up annual leave along with any public holidays that occur during their parent's leave.</p> <p>To demonstrate a commitment to diversity and inclusion, consider adding and changing the following:</p> <ul style="list-style-type: none">- add information on what happens if the employee is sick when they are on parent's leave- add a statement on how the company will support the employee when they return to work – e.g. – flexible working options; the option to change hours or shift patterns; the option to reduce hours / job share and part-time options; and working from home options <p>It is worth noting that that Parent's leave and Parent's Benefit will be extended by 2 weeks to 9 weeks from August 2024.</p>
Carers Leave Policy	3	<p>The policy outlines the statutory entitlements for carer's leave.</p> <p>The policy should state that an employee can work or attend an educational or training course or take up voluntary or community work for up to 18.5 hours per week.</p>



		<p>To demonstrate a commitment to diversity and inclusion, consider adding and changing the following:</p> <ul style="list-style-type: none"> - add information on what happens if the employee is sick when they are on carer's leave - add a statement on how the company will support the employee when they return to work – e.g. – flexible working options; the option to change hours or shift patterns; the option to reduce hours / job share and part-time options; and working from home options - make it clear that carer's leave is flexible - employees can change their arrangements to take carer's leave. They can postpone all or some of it until later, cut it short or otherwise change the arrangements
Gender Identity Policy	-	BDS Vending Solutions does not have this policy in place.
Agile Working Policy	-	BDS Vending Solutions does not have this policy in place.
Reasonable Accommodation Policy	-	BDS Vending Solutions does not have this policy in place.
Mental Health at Work Policy	-	BDS Vending Solutions does not have this policy in place.
Absence / Leave Policy	3	<p>The Annual Leave policy outlines the processes related to annual leave including entitlements, and the process for applying for leave.</p> <p>Annual leave approval is at the discretion of managers. BDS Vending Solutions may wish to consider how it will mitigate the risk of bias when making discretionary decisions related to the approval of annual leave.</p> <p>The Sick Leave Policy outlines the organisation's sick leave rules, regulations, and procedures.</p> <p>Information could be added to the policy to outline the return-to-work process after a period of sick leave to ensure employees are safe, well enough to work, and supported (where required).</p> <p>Stress related sickness absence could be monitored against the 9 grounds of discrimination to identify and address any trends.</p>
Fertility Treatments & Assisted Human Reproduction Policy	-	BDS Vending Solutions does not have this policy in place.



Menopause Policy	-	BDS Vending Solutions does not have this policy in place.
Disability Policy	-	BDS Vending Solutions does not have this policy in place.
Modern Day Slavery Policy	-	BDS Vending Solutions does not have this policy in place.
Procurement Policy	-	BDS Vending Solutions does not have this policy in place.
Adoption Leave Policy	2	<p>The policy outlines the statutory requirements for adoptive leave.</p> <p>Rather than referring to 'adopting mothers and sole male adopters', this policy should refer to 'qualifying adopters'. A qualified adopter is defined as: the sole adopter (in the case of a parent who is adopting a child on their own) or the nominated parent in the case of an adopting couple. The adopting couple can choose who should take the adoptive leave – that is who will be the nominated parent. An adopting couple means a married couple, a couple who are civil partners or a cohabiting couple adopting a child. The policy could also state that the parent who does not avail of adoptive leave is entitled to paternity leave.</p> <p>To demonstrate a commitment to diversity and inclusion beyond statutory requirements, consider adding and changing the following:</p> <ul style="list-style-type: none">- add information on support services available to employees who have had a 'failed' adoption. For example, the EAP counselling details- add a congratulatory message at the start of the policy- add information on how to postpone adoptive leave if the baby/child goes into hospital- add information on what happens if the employee is sick when they are on adoptive leave, additional maternity leave or postponed adoptive leave.- add information on the employee's right to attend preparation classes- - add information on how the company will support the employee when they return to work – e.g. – 'back to work' support days; flexible working options; the option to change hours or shift patterns; the option to reduce hours / job share and part-time options; and working from home options



Compassionate Leave Policy	2	<p>Compassionate leave days are provided at the discretion of managers at BDS Vending Solutions. Employees are asked to speak with management should they experience a bereavement. There is no guidance on the amount of leave available or whether the leave only applies for certain family members.</p> <p>BDS Vending Solutions may wish to consider how the company will mitigate the risk of bias when making discretionary decisions. It is recommended that the company monitors the approval of compassionate leave against the 9 grounds of discrimination to identify and address any trends.</p> <p>The policy could be updated to include information on support provided to employees who have experienced a bereavement - for example, the EAP counselling details.</p>
Grievance Policy	5	<p>The Grievance Policy is in place to establish a clear procedure for the resolution of any issues that may arise in the workplace.</p> <p>The procedure reassures employees that BDS Vending Solutions will endeavour to resolve all problems sensitively, without due delay and at the earliest possible stage. The policy includes a clear, step by step, informal and formal procedure. Employees have the right to appeal grievance decisions.</p> <p>The policy could be enhanced with the inclusion of definitions of what may be defined as a grievance.</p>
Staff Learning & Development Policy	-	BDS Vending Solutions does not have this policy in place.
Disciplinary Procedure	5	It is clear that the purpose of the disciplinary procedure is to bring about an improvement in an employee's standard of work, performance or conduct where these are not in line with the company's standards, expectations and policies. Examples of misconduct and gross misconduct are included. Discrimination, harassment and sexual harassment are included as examples of gross misconduct. The policy includes a clear, step by step, formal procedure which instils a sense of fairness. Employees have the right to appeal at any stages of the disciplinary procedure and have the right to appeal disciplinary decisions.
Code of Conduct	-	BDS Vending Solutions does not have this policy in place.