



Go Live Inclusivity Checklist, for Staff Logistics

This Go Live document has been created to support you and your logistics teams when planning and booking your workforce, helping to ensure that everyone is treated fairly, respectfully, and with care. It reflects our shared commitment to inclusion and aligns with the principles of the Equality Act 2010.

By using this guidance, we aim to create working environments where people feel valued, safe, and able to perform at their best, both on and off site. Inclusion is not a tick-box exercise; it is an ongoing responsibility that sits with all of us.

Key reminders:

- Everyone deserves dignity, respect, and equal opportunity
- Intent does not outweigh impact, if something causes harm, it matters
- If you are unsure what to say or do, pause, listen, and ask respectfully
- If you witness inappropriate behaviour, challenge it where appropriate or report it through the correct channels

Together, we can create spaces where difference is respected, voices are heard, and everyone belongs.



General

- Confidential process for staff needs
- Inclusive facilities signposted (toilets, prayer/quiet room, accessible areas)
- EDI-trained supervisors on shift
- Clear reporting route for issues

Age

- Duties/shifts appropriate for under-18s
- Rest/ergonomic support for older staff

Disability

- Step-free access, accessible toilets/parking
- Quiet/private space for medication/rest
- Reasonable adjustments in place

Gender Reassignment

- Gender-neutral/private changing & toilets
- Names/pronouns respected
- Confidentiality protected

Marriage & Civil Partnership

- Time-off requests fairly considered
- Emergency contacts/rights respected

Pregnancy & Maternity

- Private space for expressing milk
- Rest breaks and seating available
- Risk assessments done for safe duties

Race & Ethnicity

- Dietary options available (halal, kosher, vegetarian, vegan)
- Language/translation support if needed
- Cultural awareness briefed to supervisors

Religion or Belief

- Prayer/quiet room available
- Awareness of religious holidays/fasting (e.g. Ramadan, Diwali)
- Flexibility for prayer breaks

Sex / Gender

- Equal access to roles and facilities
- Separate or gender-neutral changing/toilets
- PPE/uniforms in a range of fits

Sexual Orientation

- Zero tolerance of harassment
- Inclusive language in team briefings

Final Checks

- Staff briefed on available facilities
- Point of contact assigned for inclusivity concerns