

# RUNNING A SMALL BUSINESS?



**If you run a small business you might think that equality and diversity issues don't really apply to you, or that you simply don't have the resources to develop policies and procedures.**

This is understandable, but you may be missing out on opportunities as well as on the best personnel if you don't fully understand this area.

However, if you are an SME working in the built environment sector and you want to be on lucrative procurement lists, awareness and performance in this area of work can be of great advantage.

Local authorities, housing associations, housing partnerships and main contractors are all looking for contractors who can demonstrate they understand the law and have policies in place to protect their customers and clients. Since 2010 the law has changed and public

bodies are now under greater scrutiny when it comes to contracting out work.

The BEST programme can help you. We can provide you with funded support (this means it's free to you), to adopt or improve ways of working around diversity and inclusion. It won't have to mean hours of your time and we can support you by providing templates and a toolkit for development at your own pace.

Making small changes can have a big impact when it comes to ensuring an inclusive, respectful working environment and equitable employment practices.

**If you are interested in finding out more about how BEST can help you find the right people for your organisation, please contact us on 029 2087 0990 or email [best@cf.ac.uk](mailto:best@cf.ac.uk)**

**best**  
Built Environment  
Sustainability Training



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# YN RHEDEG BUSNES BACH?



**Os ydych chi'n rhedeg busnes bach, hwyrach eich bod yn credu nad yw materion cydraddoldeb ac amrywiaeth yn berthnasol i chi, neu'n credu nad oes gennych yr adnoddau i ddatblygu polisiau a gweithdrefnau.**

Mae hynny'n ddealladwy, ond gallech fod yn colli cyfleoedd hefyd ynglŷn â'r personél gorau os nad ydych yn llwyr ddeall y maes hwn.

Fodd bynnag, os ydych chi'n fenter fach neu ganolig sydd yn gweithio yn y sector amgylchedd adeiledig ac yn dymuno bod ar restrau caffael enillfawr, yna mae ymwybyddiaeth a pherfformiad yn y maes gwaith hwn o fantais fawr.

Mae awdurdodau lleol, cymdeithasau tai, partneriaethau tai a phrif contractwyr i gyd yn chwilio am contractwyr a all ddangos eu bod yn deall y gyfraith ac yn gweithredu polisiau sydd yn diogelu eu cwsmeriaid a chleientiaid. Oddi ar

2010 mae'r gyfraith wedi newid ac mae yna fwy o graffu ar gyrrff cyhoeddus erbyn hyn mewn perthynas â gwaith sydd yn rhwym wrth contract.

Gall rhaglen BEST eich helpu chi. Gallwn roi cymorth ariannol ichi (mae'r cymorth am ddim) er mwyn addasu a gwella ffyrdd o weithio o amgylch amrywiaeth a chynhwysiant. Ni fydd hyn yn golygu neilltuo oriau o'ch amser, a gallwn eich cynorthwyo trwy ddarparu templadau a phecyn cymorth fel y gallwch weithio ar eich cyflymder eich hun.

Gall newidiadau bach gael effaith fawr o ran sicrhau amgylchedd gwaith cynhwysol, parchus ac arferion cyflogaeth teg.

**Os oes gennych ddi-ddordeb mews gwybod mwy am sut gall BEST eich helpu i gael hyd i'r bobol gymwys i'ch sefydliadau, cyslltchw â ni ar 029 2087 0990, neu drwy e-bost yn [best@cf.ac.uk](mailto:best@cf.ac.uk)**

**best**  
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