Equality, Diversity, and Inclusion Policy

# Policy statement

It is the responsibility of the Company to be an equal opportunities employer. As such, the Company is committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination.

# Introduction

The aim of this policy is to ensure that no person receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It also seeks to ensure that no person is victimised or subjected to any form of bullying or harassment.

# Important terms

The terms equality, inclusion, diversity and equity are essential for employers and employees to understand how to implement this policy.

* **‘Equality’** means ensuring everyone has the same opportunities to fulfil their potential free from discrimination
* **‘Inclusion’** means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution
* **‘Diversity’** means the celebration of individual differences amongst the workforce
* **‘Equity’** means recognising barriers and that some groups are more advantaged than others, and putting measures in place to eliminate these barriers, ensuring equal opportunities for all.

The Company actively supports diversity, equity and inclusion and ensures that our employees are valued and treated with dignity and respect.

The Company values people as individuals with diverse opinions, cultures, lifestyles and circumstances. This policy covers all employees, officers, consultants, contractors, volunteers, casual workers and agency workers and it applies to all areas of employment including recruitment, selection, training, deployment, career development and promotion. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

# How we implement the policy

All supervisors must set an appropriate standard of behaviour; lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives regarding equal opportunities. Supervisors will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice.

The has particular responsibility for

implementing and monitoring the Equality and diversity policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Company.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in the Company as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of everyone to this policy and application of its principles are essential to eliminate discrimination and provide equality and equity throughout the Company.

Staff are invited to comment on this policy and suggest ways in which it might be improved by contacting

Breaches of this policy will be dealt with in accordance with our Disciplinary Procedure. Serious cases of discrimination may amount to gross misconduct resulting in dismissal without notice.

If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or through our Anti-harassment and Bullying Policy as appropriate.

# Our commitment as an employer

The employer is committed to:

* creating an environment in which individual differences and the contributions of our staff are recognised and valued
* ensuring that everyone is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
* providing training, development and progression opportunities to all employees
* understanding equality and inclusion in the workplace is good management practice and makes sound business sense
* reviewing all our employment practices and procedures to ensure fairness and inclusion for all
* taking steps to ensure equity amongst our workforce such as ensuring that our vacancies are advertised to a diverse range of potential candidates and, where relevant, to particular groups that have been identified as disadvantaged or underrepresented within the Company
* taking positive action to recruit disabled people and ensuring there are no unlawful barriers to accessing our employment opportunities, training, progression opportunities, benefits and facilities
* diversity in our workforce will be regularly monitored to ensure equal opportunities throughout the Company. Where appropriate, measures will be taken to identify and remove unnecessary obstacles and to meet the special needs of disadvantaged or underrepresented groups
* monitoring and reviewing this policy annually.

# Our commitment as a service provider

The employer is committed to:

* providing services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation
* making sure our services are delivered equally and meet the diverse needs of our service users and clients
* taking steps to ensure equity amongst our clients and service users such as removing any unlawful obstacles to accessing our services or facilities. Where appropriate, measures will be taken to identify and

remove unnecessary barriers and to meet the special needs of disadvantaged or underrepresented groups

* fully supporting this policy by senior management and ensuring agreement has been reached with employee representatives, if applicable
* having clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated
* monitoring and reviewing this policy annually.

Responsibility

is responsible for the implementation of this policy. Signed

Date

Date of Review (recommended 3 years)