



Equality, Diversity & Inclusion Policy

May 2023 - Version 1

Our commitment as an employer

- Creating an environment in which individual differences and the contributions of our staff are recognised and valued.
- Entitling every employee, worker or self-employed contractor 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 staff.
- Understanding equality in the workplace is good management practice and makes sound business sense.
- Reviewing all our employment practices and procedures to ensure fairness.

Our commitment as a service provider

- 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 orientation, offending past, caring responsibilities or social class.
- Make sure our services are delivered equally and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients.
- Fully supporting this policy by senior management and ensuring agreement has been reached with employee representatives.
- Selecting those for employment, promotion, training, or any other benefit purely on the basis of aptitude and ability.
- Monitoring and reviewing this policy annually.
- 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.
- Treating breaches of our equality and diversity policy as misconduct which could lead to disciplinary proceedings.
- Encouraging all staff to come forward with any issues they need company assistance and understanding with, no matter their background, identity or circumstances, such as if they are victims of domestic abuse or have caring commitments.

Equal opportunity policy statements

Age

- We will ensure that people of all ages are treated with respect and dignity.
- We will ensure that people of working age are given equal access to our employment, training, development and promotion opportunities.
- We will challenge discriminatory assumptions about younger and older people.

Disability

- We will provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities.
- We will challenge discriminatory assumptions about disabled people.
- We will seek to continue to improve access to information by ensuring the availability of loop systems, braille facilities, alternative formatting and sign language interpretation.

Race

- We will challenge racism wherever it occurs.
- We will respond swiftly and sensitively to racist incidents.
- We will actively promote racial equality in the company.

Sex

- We will challenge discriminatory assumptions about women and men.
- We will take positive action to redress the negative effect of discrimination against women and men.
- We will offer equal access for women and men for representation, services, employment, training, and pay and encourage other organisations to do the same.

Gender reassignment

- We will provide support to prevent discrimination against transsexual people who have or who are going to undergo gender reassignment.
- We will prohibit and respond to all instances of discrimination, both from colleagues and externally.

Sexual orientation

- We will ensure that we take account of the needs of lesbians, gay men and bisexuals.
- We will promote positive images of lesbians, gay men and bisexuals.

Religion or belief

- We will ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible.
- We will respect people's beliefs so that the expression of those beliefs does not impinge on the legitimate rights of others.

Pregnancy or maternity

- We will ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity.
- We will challenge discriminatory assumptions about the pregnancy or maternity of our employees.
- We will ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

Marriage or civil partnership

- We will ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership.
- We will challenge discriminatory assumptions about the marriage or civil partnership of our employees.
- We will ensure that no individual is disadvantaged and that we take into account the needs of our employees' marriage or civil partnership.

Ex-offenders

- We will prevent discrimination against our employees regardless of their offending background (except where there is a known risk to children or vulnerable adults).

Equal pay

- We will ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work-related as equivalent work or work of equal value.

Unconscious bias

- The company recognises the dangers of unconscious bias arising at work, which is where an opinion is formed on an individual by a manager or colleague without them necessarily being aware they have formed it.
- There are many different forms of unconscious bias, ranging from an affinity towards those of a similar background to placing too much significance on what has been identified as a negative trait.
- The organisation will work against forms of unconscious bias in all decisions taken for employment, including recruitment, promotion and training opportunities, with a focus on promoting diversity and inclusion.
- In particular, the company will implement the following:
 - Omitting all personal questions from job interviews.
 - Maintaining a diverse panel to make decisions.
 - Referring to specific job criteria when making recruitment decisions.
 - Discounting any favourable personal relationships with staff.
 - Making decisions collectively between HR and management.