

## **EQUALITY & DIVERSITY POLICY STATEMENT**

### **Purpose**

The Company is committed to providing an environment free from discrimination, bullying, harassment or victimisation, where all employees are treated with respect and dignity. It aims to create a culture of diversity, providing a dynamic working and learning environment, where all employees are valued for their contribution and individuality.

We are committed to providing equality of opportunity for all, irrespective of:

- age
- disability
- ethnicity (including race, colour and nationality)
- gender (including gender reassignment, marital status, pregnancy or maternity) religion, belief
- sexual orientation (including civil partnership status)

### **Scope**

The Company is a multi-functional organisation operating in a local and national context.

The policy is applicable to all employees and sub-contractors. The principles of non-discrimination and equality of opportunity also apply to the way in which employees should treat each other, visitors, customers, sub-contractors, service providers, suppliers and any other persons associated with the functions of the Company.

We will work to ensure that all of our employees and visitors, as well as those who seek to apply to work with us are treated fairly and are not subjected to unlawful discrimination by the Company.

### **Aim**

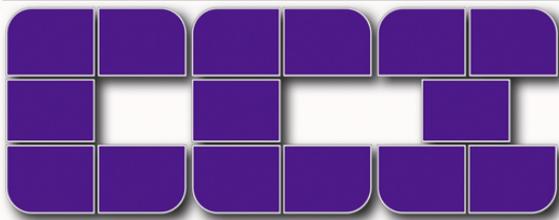
The Company's aim is to promote equality of opportunity for all, through the following objectives:

- mainstreaming equality into the Company's strategic and planning agenda;
- complying with its legal obligations;
- having an effective data monitoring and analysis process that supports this policy;
- assessing the impact on equality in our policies, procedures and practices at the Company;
- involving employee and other stakeholders in the development and delivery of our equality objectives;
- ensuring that managers and employee undergo appropriate equality training for their role;
- promoting equality and diversity through internal and external communications;
- ensuring that both employees as well as those who seek to apply to work with us, are treated fairly and that individuals are judged solely on merit and by reference to their skills, abilities, qualifications, aptitude and potential;
- ensuring that all sub-contractors and service providers operating on behalf of the Company are aware of this policy and expected to adhere to it.

### **Implementation**

The Company shares responsibility for the successful application of this policy, whilst specific responsibility falls on managers and advisors who are professionally involved in employee development and supervision.





The Company will seek to ensure that all employees have equal access to the full range of institutional facilities and that adjustments to working and learning practices are considered wherever reasonably possible in order to accommodate a more diverse organisation.

Any employee who believes that he/she may have been the victim of discrimination, bullying, harassment or victimisation shall have full right of protection. The Company is committed to finding resolution for complaints under this policy.

### **Role and Responsibilities**

The directors of the Company have ultimate accountability for compliance with the Company's equality obligations. Day to day operational responsibility for this policy and its implementation has been delegated to the Operations Manager.

Employees have a responsibility to:

- Understand this policy and to contact their manager if there are any questions;
- Challenge inappropriate behaviour or any discrimination;
- Report unacceptable behaviour.

Managers have a responsibility to:

- Set a good example by treating all members of the Company with dignity and respect;
- Correct unacceptable behaviour;
- Ensure employees know how to report discrimination, bullying and harassment. Ensure that reporting incidents does not result in victimisation;
- Deal with complaints fairly, thoroughly, quickly and confidentially;
- Ensure that due consideration is given to equality and diversity within their sphere of influence.

### **Complaints**

Any cases of harassment, discrimination, bullying or victimisation will be taken very seriously by the Company. Any employee found guilty of unlawful discrimination or harassment will be subject to disciplinary action, including where appropriate, dismissal for gross misconduct.

Employees who make a complaint of discrimination have the right to do so without fear of victimisation and the Company will make every effort to ensure victimisation does not occur and that any complaints are dealt with promptly and fairly.

### **Review**

This policy does not form part of any employment contract and a biennial review will take place to monitor the effectiveness of this policy. The policy may also be amended from time to time to reflect and take account of changes in legislation

Steve Collins  
Managing Director

27 February 2018



Certificate 6904

