

EQUAL OPPORTUNITIES & DIVERSITY POLICY

DEFINITIONS

This policy outlines the organisation's approach to equality and diversity at work. It is important to understand the difference between the concepts of equality and diversity.

- Equality (or equal opportunities) is about protecting certain groups of staff against unfair treatment based on a particular personal characteristic. This protection is normally based on those groups covered by legislation i.e. gender, race, disability, sexual orientation and religion or belief.

- Diversity is about recognising, valuing, and using the differences which people have. There is no definitive list of what these differences are, but a selection is contained at Appendix 1.

PURPOSE

The purpose of this policy is to encourage an atmosphere in which all staff embraces the benefits of working in a diverse workforce and to promote fair and equal treatment for all employees, job applicants, customers, suppliers, and visitors, irrespective of their individual differences or any personal characteristics.

Policy Statement

The aim of this policy is to communicate the commitment of the Director and members of the management team to the promotion of equality and opportunity in W A Styles Ltd. The company recognise our obligations under the Race Relations Act 1976, Sex Discrimination Act 1975 (as amended) and including the Gender Reassignment Regulations 1999, Equal Pay Act 1970, Employment Equality (Age) Regulations 2006 and the Disability Discrimination Act 1995, Equality Act 2010.

It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age.

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds.

Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

We recognise that the provision of equal opportunities in the workplace is not only good management practice; it also makes sound business sense. Our equal opportunities policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

Scope for the Policy

Job applicants and potential applicants

Employees

Contract workers

Agency workers

Trainee workers and students on work experience or placements

Volunteer workers

Former employees.

Equality Commitments

We are committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

This policy is fully supported by senior management and has been agreed with William Styles.

Implementation

The Operations Director has specific responsibility for the effective implementation of this policy. Each manager and supervisor also have responsibilities, and we expect all our employees to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy, we shall:

- Communicate the policy to employees, job applicants and relevant others (such as contract or agency workers)
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff
- Provide equality training and guidance as appropriate, including training on induction and management courses.
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques
- Incorporate equal opportunities notices into general communications practices (e.g., toolbox talks, staff notice board)
- Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation and our workforce
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

Monitoring and Review

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of our equal opportunities policy will be reviewed regularly at least annually, and action taken as necessary. For example, where monitoring identifies an under-representation of a particular group or groups, we shall develop an action plan to address the imbalance.

Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures

1.

A copy of these procedures is available from William Styles. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under the relevant anti-discrimination legislation:

However, employees wishing to make a complaint to a tribunal will normally be required to raise their complaint under our internal grievance procedures first.

2.

Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

THIS POLICY WILL BE REGULARLY MONITORED TO ENSURE THAT THE OBJECTIVES ARE ACHIEVED. IT WILL BE REVIEWED ANNUALLY AND, IF NECESSARY, REVISED IN THE LIGHT OF LEGISLATIVE OR ORGANISATIONAL CHANGES.

Signature:



Name: William Styles

Date: 17-07-26

Position: Director of Operations