

# Equal Opportunities And Diversity Policy

Every Business Needs To Have Clearly Laid Out Policy Documents To Protect Their Company And Company Directors, Their Employees And Their Suppliers

Designed Around Business Needs



Bspoke e-Books

This is another one from the Business Tool Box which have taken the hard work out of compiling the legal framework required to be compliant with the Law.

Is Your Business Protected from Law Suits And Claims From Employees

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ENTER YOUR COMPANY NAME HERE

Equal Opportunities and Diversity Policy

YOUR COMPANY LOGO

# Equal Opportunities And Diversity Policy

*Document Reference:* YOUR COMPANY NAME

*Revision Number:*  *Revision Date:*

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Equal Opportunities and Diversity Policy

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## Purpose

As an educational training provider, we embrace diversity and uphold equal opportunities in all areas of our work and responsibilities, including recruitment, promotion, interviews, selection, pay, appraisal, training, gender equality, discipline and dismissal.

Our Equal Opportunities and Diversity Policy has five inter-related purposes.

First - it is designed to ensure that all who act on behalf of **YOUR COMPANY**, including staff and volunteers are fully aware of equal opportunity law.

Second - it is designed to ensure that all personnel policies and procedures, including recruitment, pay, appraisal and promotion are based entirely on an individual's ability to carry out the requirements of their post, and to do their job well.

Third - it ensures **YOUR COMPANY**, celebrates diversity, recognising and respecting individual difference, and valuing the varying qualities which each individual brings to their job, and to the organisation.

Fourth - the policy reflects our commitment to guard against unfair discrimination for its service users, and seeks to ensure the accessibility of its services through both its physical environment and its communication strategy.

Fifth - all staff, volunteers and trustees are expected to promote the values of equal opportunities, and to be proactive in challenging expressed attitudes or behaviour, either within the organisation or in dealings with clients or other organisations, likely to be construed as in breach of the policy.

These procedures reflect the controls and processes within **YOUR COMPANY**, for promoting Equality and Diversity. The procedures explain the structured process for encouraging equality of opportunity and respect for diversity and preventing unlawful discrimination in our relationship with our clients and others. The requirements apply in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Everyone must contribute to compliance with these requirements, for example by treating each other, and clients, fairly and with respect, by embedding such values in the workplace and by challenging inappropriate behaviour and processes. Your responsibility for embedding these values will vary depending on your role in **YOUR COMPANY**.

These procedures have been produced in accordance with general law set out in legislation, including the Equality Act 2010.

**ENTER YOUR COMPANY NAME HERE**

Equal Opportunities and Diversity Policy

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## **Policy statement**

**YOUR COMPANY**, is committed to eliminating discrimination and promoting equality and diversity in its own policies, practices and procedures and in those areas in which it has influence. This applies to all aspects of **YOUR COMPANY**, professional dealings with members of staff, clients and third parties. As well as employment aspects, including recruitment and selection, promotion, opportunities for training, benefits, other terms of employment, disciplinary matters, discipline, selection for redundancy and dismissal. **YOUR COMPANY**, is an equal opportunity employer and is fully committed to a policy of treating everyone equally.

**YOUR COMPANY**, will treat everyone fairly and equally and with the same attention, courtesy and respect and will not discriminate without lawful cause against any person, nor victimise or harass them on the grounds of their race or racial group, colour, nationality and ethnic or national origins, gender, sexual orientation, marital status, religion or belief, age or disability.

**YOUR COMPANY**, will take such steps and make such adjustments as are necessary in all the circumstances in order to prevent any members of **YOUR COMPANY**, and clients from being placed at a substantial disadvantage in comparison with those who are not disabled.

**YOUR COMPANY**, will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation. In this policy, these are known as the “protected characteristics”.