

EQUAL OPPORTUNITIES & DIVERSITY POLICY

Objective

Ensure that the opportunities for self-development are open to all staff and customers. That the facilities and resources are suitable and adequate for the purpose of development and that all participants have the same opportunity. That no member of staff or customer should be treated less favourable or disadvantaged in anyway. Maintain a culture and environment, which is open to the diversity of staff and customer.

Policy

That all staff and customers have the same opportunities regardless of:
Sex, Marital Status, Disability, Religion, Sexual Preference, Political Belief, Social Class, Colour or Age

Administration

The company will designate a member of staff to act as an Equal Opportunities Officer.

Ensure compliance and adhere to legal obligations under the Race Relations (Amendment) Act 2000, the Sex Discrimination Act 1999, the Equal Pay Act and the Disability Discrimination Act 1995, The Protection from Harassment Act 1997 and the Human Rights Act 1998.

Instruct all sub-contractors and on issues relating to equal opportunities.

Initiate appropriate disciplinary procedures against anyone contravening this policy.

Investigate any grievance contravening this policy.

Responsibilities

It is the responsibility of all staff and customers to accept their personal involvement in the application of this policy. However, the management team have a specific responsibility to ensure that it is communicated, understood and practised by all staff and customers. The team will monitor and document an annual equal opportunities development plan to ensure compliance with this policy.

Summary

Every staff member and customer is entitled to a working environment, which promotes dignity and respect to all. No form of discrimination, intimidation, bullying or harassment will be tolerated. This policy will be monitored and reviewed annually.