

Equality, Diversity and Dignity at Work

Policy Statement

1. Policy Statement:

The company is committed to provide dignity at work for members of the public, clients, visitors, job applicants and all its employees. The provisions and ethos of this policy apply equally to the workplace, conduct near the workplace or at work-related social functions.

The object of this policy is to create a work environment in which:

- All people are able to give of their best
- There is no bullying, harassment or discrimination
- All decisions are based on merit

All employees are required to ensure the implication of this policy so that everyone is treated equally, irrespective of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race, (including travellers)
- Religion or belief,
- Sex and sexual orientation
- Appearance
- Health
- Circumstances, (criminal record/family history etc.)

Everybody must be afforded dignity at work.

Conduct related to any of the above characteristics, or any other particular characteristics, which has the purpose or effect of violating an individual's dignity, or creates an intimidating, hostile, degrading, humiliating or offensive environment, will not be tolerated and will be regarded as a disciplinary offence.

2. Requirements

All employees, applicants, clients, customers and visitors are required to act in accordance with this policy and have a responsibility for its implementation and application

All decisions relating to recruitment, promotion, training, development and redundancy shall be determined on capability and merit only.

In the event that an employee considers that he/she has been the subject of discrimination, harassment or victimisation, the employee should bring the matter to the attention of senior management, and/or refer the matter through the companies grievance procedure.

Any employee or director who has been determined to have committed an act of unlawful discrimination shall be subject to disciplinary action according to the company's disciplinary rules and procedures.

The company will carry out annual reviews and monitoring of this policy. Where staff appointments, measured against the criteria mentioned above and the proportion of those groups represented by the local population are disproportionate within any single group, action will be considered to restore a representative balance.

If there is any doubt about the terms of this policy, or the application thereof, it should be referred to Janice Parsons, Company Secretary.

3. Implementation and review procedures

This policy is constantly available on the company server to allow staff access at all times. It is provided to all employees at appointment, and is publicly available on the company web site. It is further distributed to clients and potential clients on request.

The policy is reviewed at least annually or at any other time according to emerging issues, and re-distributed as above on amendment.

It is the subject of discussion at staff annual review to ensure familiarity and understanding, and also to allow at least an annual opportunity to comment or suggest amendments.

The policy, and its implementation, is the responsibility of

Janice Parsons
Company Secretary

March 2008
Reviewed April 2009
Reviewed and amended Oct 2010
Reviewed 18th November 2011