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# EQUALITY & DIVERSITY POLICY

## Policy Statement

[COMPANY NAME] is committed to supporting the principle of equal opportunities, and opposes all forms of unlawful or unfair discrimination on the grounds of any Protected Characteristic (PC) including sex; race (including colour, nationality, ethnic or national origin); religion or belief; age; disability; marital status and civil partnership; sexual orientation; gender reassignment; pregnancy and maternity.

This policy covers vacancy advertising, recruitment and selection, training, promotion and conditions of service and is compliant with the following legislation:

- The Rehabilitation of Offenders Act 1974.
- The Local Government Act 1988 and 1999.
- Special Educational Needs & Disabilities Act (SENDA) 2001.
- Racial & Religious Hatred Act 2006.
- The Work & Families Act 2006.
- Equality Act 2010.

The Company's aim is to create an environment that encourages and values diversity within its workforce and builds on the differences individuals bring, enabling the Company's continued success. We aim to draw upon the widest possible range of views and experiences in order to meet the changing needs of our staff, clients, partners, **contractors and temporary workers**.

We seek to promote diversity and to respond to the needs of all individuals in a fair and equitable manner, whilst observing our commitment and responsibility to current legislation.

To achieve this, the company will:

- Fulfil its social responsibility towards its employees, **temporary workers** and the communities in which it operates.
- Recognise all of its legal obligations with particular reference to those acts and directives detailed previously.
- Make all opportunities (including advertising, interview and selection processes, promotion and training) as accessible as possible to under-represented groups.
- Conduct monitoring and analysis (with groups of employees within the company, jobseekers in the local community and the demographic of the broader labour



## Equality and Diversity Statement and Policy

### Policy statement

Merton Council is committed to promoting equal opportunity and valuing diversity in the community, as an employer and as a provider of services to the people of the borough and its visitors.

The London Borough of Merton is committed to carrying out our legal responsibilities including:

- promoting equal opportunities, social inclusion and human rights;
- eliminating unlawful discrimination and disadvantage;
- eliminating harassment and victimisation;
- promoting a positive attitude towards people of different backgrounds, disabled people and others;
- encouraging participation by people of all backgrounds in public life;
- valuing diversity and promoting good relations between individuals, communities and employees of all backgrounds; and
- taking the necessary steps towards meeting the needs of disabled people and others.

### Our aims and values

As a **Community Leader** we are committed to creating a socially inclusive and cohesive community by:

- working with others to ensure that Merton is a safe place in which to live, work, study or visit;
- promoting equal opportunity and equal access to employment, services, information and facilities;
- listening and responding to the views of our communities through appropriate and widespread consultation and participation mechanisms which are accessible to all;
- encouraging and supporting people to be active in social, cultural and political life;
- ensuring the information we produce and the events we hold positively reflect and promote the diversity of our communities; and
- ensuring organisations and businesses that provide goods and service on behalf of Council have appropriate equality procedures in place.

The Calgary Bridge Foundation for Youth recognizes diversity as an integral part of our mandate and values and promotes diversity and inclusion as a core ethos. Being diverse and inclusive at the Calgary Bridge Foundation for Youth means to inspire a culture of respect and integrity by responding ethically, equally and equitably to each other and the diverse communities we serve.

Policy

We are committed to:

- Promoting an environment that is free of any organizational structure, action, procedure, or process that oppresses, excludes, limits or discriminates on the basis of race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status and disability.
- Promoting an environment that is respectful, dignified, ethical, equal and equitable, free of discrimination and marginalization and one that is welcoming and inclusive.
- Ensuring that our employee workforce is representative and reflective of the diverse communities we serve and free of systemic barriers to advancement.
- Increasing the understanding, appreciation and harmony with and among diverse cultures.
- Ensuring that organizational policies and practices demonstrate a commitment to diversity and inclusion.
- Integrating diversity throughout all levels of the organization through ongoing commitment, learning, performance and investment of resources.
- Promoting and providing access to services for a diverse population diaspora through consultation with service users and community groups.
- Reflecting community needs and involving diverse communities when designing, implementing and evaluating programs and services.
- Fostering and nurturing a culture of diversity among all stakeholders of the organization through ongoing training, education and development.



The Managing Director, as diversity champion has overall responsibility for ensuring the correct application and implementation of the policy. All managers have a responsibility to:

- Ensure the non-discriminatory treatment of all job applicants and employees and promote equality of opportunity.
- Identify and remove discriminatory attitudes and practices within the organization.
- Raise the level of employee's awareness of the policy's existence.
- Deal fairly and speedily with any discriminatory issue raised in the course of employment.
- Support and contribute to the monitoring and review process.
- Be aware of the diverse needs of employee and support them appropriately.

All employees have a responsibility to:

- Support this vision and continue to ensure that the principles of equal opportunities and diversity in the workplace are upheld.
- Treat colleagues and stakeholders with dignity and respect.
- Have due regard to equal opportunities in the work they do and decisions they make. Promote diversity in the workplace.

4. Legislative Basis

The acts listed below set out the legal basis of equal opportunities. They also provide for rights of appeal and sanctions to be invoked where discrimination is proved. The relevant acts are:

- Sex Discrimination Act 1975
- Race Relations Act 1976 and 2000 as amended
- Disability Discrimination Act 1995
- Employment Equality (Age) Regulations 2006 Part-time Workers (Prevention of less Favourable Treatment) Regulations 2
- Equal Pay Act 1970
- Data Protection Act 1998
- Rehabilitation of Offenders Act 1994
- The Asylum and Immigration Act 1996

5. Implementation

Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued. Make decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act). Equality, diversity and inclusion policy template an employer can adapt for their organisation. In addition, harassment under the Protection from Harassment Act 1997 which is not limited to circumstances where harassment relates to a protected characteristic is a criminal offence. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities. 6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law. All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public. Such acts will be dealt with as misconduct under the organisation's grievance or disciplinary procedures, and appropriate action will be taken. 5. Free to use. Our policy's purpose is to: 1. Oppose and avoid all forms of unlawful discrimination. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, and the policy of inclusion. n. Agreement to follow this policy The policy of equality, diversity and inclusion has the full support of senior management and has been agreed with unions and/or employee representatives (insert details). 3. Not to discriminate unlawfully on the basis of the protected characteristics of the Equality Act 2010 of: age disability reassignment or civil marriage pregnancy and maternity race (including color, nationality, and national or national origin) religi or belief sex sexual orientation 3. In addition, sexual harassment can amount to both a labor rights issue and a criminal matter, as in complaints of sexual assault. 4. The use of the organization's grievance or disciplinary procedures does not affect the employee's right to file a claim an employment tribunal within three months of alleged discrimination. This includes: salary and benefits terms and conditions of employment that address grievances and discipline dismissal leave for parents applications for flexible job selection, promotion training or other development opportunities Our commitments The organization commits to: 1. Our disciplinary and grievance procedures The details of the organization's complaints and disciplinary policies and procedures can be found at (insert details as appropriate). Its responsibilities include helping the organization to provide equal opportunities in employment and preventing harassment, victimization and discrimination. Provide equality, fairness and respect for everyone in our employment, whether temporary, part-time or full-time 2. If you need the template in a different format, send a single to digital@acas.org.uk. Download this template You can also copy and paste the text the template to follow in an email or document. Organising A in the supply of goods and/or services and/or facilities A is also committed against of customers or the public. Template (Insert your organisation's name) is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. This includes with whom an employee should raise a grievance usually their line manager. 2. This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. 7. Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best. best.

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