





Document Name	<b>Equality and Diversity Policy &amp; Procedure</b>			Doc No	<b>POL0008</b>
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Document Purpose	Policies and Procedures				
Prepared by	Pam Rayat		First Publication Date	OCT 2020	
Approved by		Position	Director	Date Approved	Oct 2020
Review Period	This policy will be reviewed annually or as required in coherence to Government guidelines and employment legislation.				
Next Review Date	Please refer to review table below				
Target Audience	All Ashfield Projects (Yorkshire) Ltd Employees				
Related Policies & Documents	All Company Policies and Procedures				
References	All Company Policies and Procedures				
Equal Opportunities Statement	The Company are committed to equal opportunities in employment and service delivery. The policies and practises of the company aim to promote an environment that is free from all forms of unlawful or unfair discrimination and values the diversity of all people				
Non-Compliance	Any breach of rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Employer's disciplinary policy, up to and including immediate dismissal.				
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## Version History

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Version	Revision	Reason for Revision	Date	Author	Approved By
1	00	Created Policy	Oct 2020		
1	01	Updated policy with New Co logo and HQ address. Updated current legislation Added training and monitoring sections	11 Oct 2021		

## Review History

Version	Revision	Review Date	Reviewed By	Date Reviewed	Next Review Date
1	00	09 Oct 2021	P Rayat	11 Oct 2021	Oct 2022
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## STATEMENT

Ashfield Projects (Yorkshire) Ltd (the Company) are committed to safeguarding and investing in promoting the welfare of the vulnerable individuals.

## PURPOSE

This policy ensures that no employee, job applicant, customer, contractor, or stakeholder receives less favorable treatment or is disadvantaged by conditions or requirements that cannot be justified.

## SCOPE

This policy applies to all:

- Employees (full-time, part-time, temporary)
- Volunteers
- Contractors
- Job applicants
- Clients/customers
- Visitors

## LEGAL FRAMEWORK

This policy is based on the following legislation:

- Equality Act 2010 (UK)
- Human Rights Act 1998
- Employment Rights Act 1996
- Relevant health and safety and anti-discrimination laws

Protected characteristics under the Equality Act include (but not limited to):

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

## AIMS & OBJECTIVES

The company recognises that discrimination is not only unacceptable it is also unlawful.

The company's aim is to:

1. To develop and promote a culture of diversity and equality throughout the organisation.

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2. Make the best use of the range of talent and experience available within the workforce.
3. To develop and promote a culture of fairness, integrity, and dignity.
4. Ensure that no job applicant or employee is discriminated against, directly or indirectly, on any lawful grounds.
5. All job applicants will be considered solely on their ability to do the job.
6. Interview questions will not be of a discriminatory nature.
7. All promotions will be made on the merit in line with the principals of the policy.
8. To support all staff, regardless of race, national or ethnic origin, age, disability, gender, sexual orientation, gender reassignment, religion, or belief.
9. To deal with all forms of discrimination consistently, promptly, and effectively.
10. To prevent all forms of unlawful disclination.

By including this policy in the Employee Handbook, all employees are made aware that the Company will act in accordance with all statutory requirements and take into account any relevant codes of practice.

This policy will be assessed at regular intervals to ensure that equality of opportunity is afforded to all employees.

Under the Equality Act 2010 people are legally protected against discrimination due to their race. This includes their skin colour, nationality, or ethnic origins.

The Company is committed to building a Company in which racial equality and diversity is supported, understood, valued, and respected, where people of minority ethnic backgrounds have a sense of belonging which is acknowledged and valued by people from all backgrounds.

## **RESPONSIBILITIES**

### **Management must:**

- Lead by example in promoting equality and diversity.
- Take prompt action to prevent or stop discriminatory behaviour.
- Ensure staff are trained and informed of this policy.

### **Employees must:**

- Treat colleagues and others with dignity and respect.
- Report any breaches of this policy.
- Avoid discriminatory behaviour.

## **TREATMENT OF APPLICANTS**

In order to avoid direct or indirect discrimination it is recommended that:

- Reception and personnel staff to be instructed not to treat casual or formal applicants from particular racial groups less favourably than others. These instructions should be confirmed in writing.
- In addition, staff responsible for short listing, interviewing, and selecting candidates should be:
  - Clearly informed of selection criteria and of the need for their consistent application.
  - Given guidance or training on the effects which generalised assumptions and prejudices about race can have on selection decisions.

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- Made aware of the possible misunderstandings that can occur in interviews between persons of diverse cultural background.
- Wherever possible, short listing and interviewing should not be done by one person alone but should at least be checked at a more senior level.

## **TRAINING**

The Company provides guidance and training to all staff.

- as part of an induction process,
- during regular team meetings,
- by asking staff to complete an online training package.

Training includes:

- The law covering all the protected characteristics and what behaviour is and is not acceptable.
- The risk of ignoring or seeming to approve inappropriate behaviour and personal liability.
- How discrimination can affect the way an employer functions and the impact that generalisations, stereotypes, bias, inappropriate language in day-to-day operations can have on people's chances of obtaining work, promotion, recognition, and respect.
- Monitoring.
- The equality policy, why it has been introduced and how it will be put into practice.

## **WORKFORCE MONTITORING**

As a part of our routine practices, we monitor and report on a full range of aspects of our activities including:

- income and expenditure
- health and safety
- sickness absence
- training
- environmental issues and so on.

All staff are advised of the reason you are asking them for monitoring information.

The information provided by staff will:

- not be used to discriminate against them, harass them or victimise them, and
- gather, keep, and use information in a way that means this is true,

Full details of the process in place for gathering, storing, and using information are available for HR on request.

## **GENUINE OCCUPATIONAL QUALIFICATION**

Selection on racial grounds is allowed in certain jobs where being of a particular racial Group is a genuine occupational qualification for the job. An example is where the holder of a particular

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job provides persons of a racial group with personal services promoting their welfare, and a person of that group can most effectively provide those services

## **TRANSFER**

In order to avoid direct or indirect discrimination it is recommended that:

- Staff responsible for selecting employees for transfer to other jobs should be instructed to apply selection criteria without unlawful discrimination.
- Industry or company agreements of custom and practice on job transfers should be examined and amended if they are found to contain requirements or conditions, which appear to be indirectly discriminatory. For example, if employees of a particular racial group are concentrated in particular sections, the transfer arrangements should be examined to see if they are unjustifiably and unlawfully restrictive and amended if necessary.
- Staff responsible for selecting employees for training whether induction, promotion or skill training should be instructed not to discriminate on racial grounds.
- Selection criteria for training opportunities should be examined to ensure that they are not indirectly discriminatory.

## **PROCEDURE FOR HANDLING DISCRIMINATION OR COMPLAINTS**

- Informal Resolution
  - Individuals are encouraged to resolve issues informally by discussing them with the person concerned or a line manager.
- Formal Complaint
  - Submit a written complaint to HR or a designated manager.
  - An investigation will be conducted promptly and confidentially.
  - Outcomes may include disciplinary action or mediation.
- Appeals
  - If the complainant is dissatisfied, they may appeal in writing within 10 working days.
  - A senior manager not involved in the original investigation will review the appeal.
- Monitoring
  - All complaints are recorded and monitored for trends and policy improvement.

## **DISMISSAL (INCLUDING REDUNDANCY) AND OTHER DETRIMENT**

It is unlawful to discriminate on racial grounds in dismissal, or other detriment to any employee.

It is therefore recommended that:

- Staff responsible for selecting employees for dismissal, including redundancy, should be instructed not to discriminate on racial grounds.
- Selection criteria for redundancies should be examined to ensure that they are not indirectly discriminatory.

## **PERFORMANCE APPRAISALS**

It is unlawful to discriminate on racial grounds in appraisals of employee performance.

It is recommended that:

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- Staff responsible for performance appraisals should be instructed not to discriminate on racial grounds.
- Assessment criteria should be examined to ensure that they are not unlawfully discriminatory.

## **RECRUITMENT**

All applicants should complete application forms for employment in order that personnel can ascertain the percentage of ethnic minority applicants.

All senior managers responsible for recruitment should ensure that compliance with the above is conducted in order that the company can operate and comply with its equal opportunities policy.

## **COMMITEMENT**

Ashfield Projects (Yorkshire) Ltd are committed to safeguarding and investing in promoting the welfare of the vulnerable individuals.

If you have any questions or concerns about this policy or the details within, please speak to the HR Manager.

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