

Provided and support by: 	Equality and Diversity Policy	Document Ref:	
		Issue Date:	
		Page 1 of 3	

Equality and Diversity Policy Statement

The company have implemented this policy to ensure employment equality to all, discarding gender, sexual orientation, marital status, pregnancy, age, colour, nationality, ethnicity, political views, religious beliefs and disabilities. The company policy is also adopted for clientele, customer or students / delegates who may purchase any of the company's services. Throughout this policy we refer to clients / customers, this covers students and delegates who attend out training courses.

We understand that everyone is different, and it is our policy to treat everyone as individuals preventing occurrences of discrimination, harassment, bullying, victimisation or any form of unacceptable behaviour. The company condemn and oppose all forms of discrimination.

The company aim to ensure that no applicant, current employees or clients receives less favourable treatment on the grounds of any of the mentioned characteristics and encompassed within that aim is the expressed with that all individuals are to be selected, promoted and treat on the basis of their relevant skills by merit and ability. The company recognise that the provision of equal opportunities in the workplace is good management practice.

As a training provider we implement such policies to ensure that everyone has the same opportunities, including client's employees and visitors to our premises etc. We will supply sufficient resources and ensure this policy is implemented correctly to allow people to work to their full potential.

Our policy is extended to our clients.

The company has a duty to ensure this policy is integrated across all services offered.

Harassment and Bullying

Coupled with our commitment to Equality of Opportunity is the right each employee has to carry out his/her work free of the stress caused by any form of upsetting, embarrassing or offensive behaviour, which constitutes harassment.

Harassment is unlawful and has no place in the Company. Accordingly, the Company will deal with allegations of harassment seriously, sensitively and in confidence. This policy statement makes clear our commitment to the right of all employees to a working environment free from harassment.

Each and every employee is responsible for complying with this policy and treating all colleagues with dignity and respect. Harassment often takes the form of unwanted attention of various natures, but harassment for whatever reason, including a person's colour, ethnicity or national origin, race, nationality, religion or belief, disability, family commitments, gender, sexual orientation, sexuality, marital status, age or actual or suspected infection with HIV/AIDS, will be viewed as serious misconduct or gross misconduct, depending on the severity of the behaviour involved.

What is bullying and harassment?

Examples of harassment are:

- Unwanted conduct whether verbal or not, which is of a sexual or racial nature, or other conduct based on someone's race, gender or sexuality which affects the dignity of men or women at work; or
- Bullying of colleagues, especially junior colleagues by intimidatory behaviour; or unfavourable conduct at work, whether verbal or non-verbal, towards someone based on his/her disability which could affect his/her dignity at work.

Harassment may take the form of persistent, unwanted sexual attention, or a single incident if sufficiently serious.

Some examples of conduct, which may constitute harassment or bullying and are unacceptable are:

Provided and support by: 	Equality and Diversity Policy	Document Ref:	
		Issue Date:	
		Page 2 of 3	

- sexual or racial banter
 - giving someone unwanted sexual attention
 - insulting or ridiculing someone because of their sex, race or disability
 - suggestions that sexual favours may further an employee's career or that refusal may hinder it
 - over demanding or over exacting requirements
 - lewd, suggestive or over familiar behaviour
 - the display or circulation of sexually suggestive or racially offensive material - including downloading software on-line (even if not directed at the complainant)
 - sarcastic personal remarks about colleagues, especially those reporting to you
- This list is not exhaustive.*

Please note that this policy applies equally to time spent on Company business away from the office at which you usually work as it does to time spent at that office. This policy also applies to behaviour and relationships associated with Company business which affects an employee's ability to carry out their job. This policy also applies to clients and customers, everyone should be treated equally and fairly.

Bullying and Harassment Complaints Procedure

If you have a complaint you should follow the complaints procedure as set out below.

Informal stage –

It is entirely in order for a recipient of discriminatory behaviour/conduct to try to resolve the problem if they so prefer, for example, by explaining to the individual concerned that the behaviour/conduct is not welcome, that it offends or makes the recipient uncomfortable and that it interferes with their work. Anyone who has been subjected to discriminatory behaviour/conduct may seek confidential assistance from their line manager, or if this is not appropriate in the circumstances, another appropriate manager at the same level, or HR.

An informal approach to such manager will be treated as completely confidential and will not result in any report to anyone within the Company unless you agree. If you prefer, where you find it too difficult or embarrassing to take up the matter yourself, the Managing Director will participate in an informal meeting between you and the individual concerned or will, at your request, approach the individual on your behalf.

The informal stage will not result in any formal internal investigation or disciplinary action but is intended to enable you to resolve the matter yourself without it going any further in the Company.

Formal stage -The formal process can be used in either of the below situations:
 The incident that occurred was considered very serious by the claimant

Informal routes have not been successful.

Step 1 – Register the Complaint

The employee can register their complaint in writing to their direct line manager or a manager above the line manager or a member of their HR Team.

Step 2 – Investigation Process

All complaints will be thoroughly and expeditiously investigated. The investigation will be conducted in an independent and objective manner by someone unconnected with the allegations and at least of equal grade/status with the alleged offender. Where possible, investigations will be completed within two weeks of the complaint being made. Investigations will be carried out with sensitivity and with due respect for the rights of both the complainant and the alleged offender.

Provided and support by: 	Equality and Diversity Policy	Document Ref:	
		Issue Date:	
		Page 3 of 3	

The importance of confidentiality will be stressed to all those interviewed, and everyone will be strictly required not to discuss the complaint with colleagues or friends. Any breach of confidentiality may give rise to disciplinary action.

Step 3 - Findings

The complainant and alleged offender will be kept informed of the general progress of the investigation and will be informed whether the complaint has been upheld and is to result in disciplinary action. At any stage of the procedure, the complainant or alleged offender may be accompanied by a work colleague employed by the Company or trade union official.

Step 4 – Appeals

Employees have the right to appeal against a decision made by the panel within 5 working days of receipt of the outcome. Appeals should be in writing to the person stated within the finding’s correspondence.

Signed:.....

Date: