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| **Document Approval** |
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1. **Purpose and Scope**

It is the policy of Westdale Group to treat all job applicants and employees fairly and equally, regardless of their sex, pregnancy / maternity status, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age or perceived age, race, colour, nationality, national origins, ethnic origins or disability.

Similarly no job applicant or employee will be treated less favourably because of their political opinion or affiliation, trade union membership or non-membership or on the basis of being a part time or fixed term worker.

Through this policy and procedure and the training and development of managers and employees, the Company will do all it can to promote good practice in this area in order to eliminate discrimination or harassment so far as is reasonably possible.

The Company will aim:

* To ensure that both quality and equality are available to all our employees and clients.
* To make sure our workforce does not discriminate and is not discriminated against.
* To take any necessary action to carry out our legal duties relating to equal opportunities and discrimination.
1. **Responsibilities**

The Human Resources department are responsible for ensuring the Equality Policy is adhered to and for overall process compliance and control across the business.

The Directors will monitor all aspects of recruitment and selection process to ensure our procedures comply with the Equality policy and take action where appropriate.

1. **Reference Documents**

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1. **Revision Changes**

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| **Review Date** | **Revision No.** | **Brief Description of Changes** |
| 21/07/2020 | 2 | Annual review |
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1. **Procedure**

Westdale Group is an equal opportunity employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees. Every manager and employee has personal responsibility for the implementation of the policy. The successful achievement of this policy necessitates a contribution from everyone and all employees have an obligation to adhere to this policy and not act in any manner, which could be considered to be of an unlawful discriminatory nature.

Managers can achieve this objective by upholding and promoting equality by not discriminating in the course of employment against employees or job applicants; not inducing or attempting to induce others to practice unlawful discrimination and bringing to the attention of employees that they may be subject to action under the Disciplinary Procedure for unlawful discrimination of any kind. Managers have a responsibility to act as role model and set an example for their team members they are to uphold the principles of equality and diversity to the highest standards.

Employees can assist by not discriminating against fellow employees or any individual who they come into contract with in the course of their employment; not inducing or attempting to induce others to practice unlawful discrimination, and reporting any discriminatory action to their manager.

Westdale Group Ltd is committed to equal opportunity, eliminating discrimination and encouraging diversity with a workforce representative of all sections of society where each employee feels respected and able to give of their best. Westdale Group aims to achieve equality through proper recruitment, information, instruction and training, giving appropriate consideration in relation to the following Acts of Parliament:

* Equal Pay Act
* Sex Discrimination Act
* Race Relations Act
* Disability Discrimination Act
* Human Rights Act
* Race Relations (Amendment) Act
* Civil Partnership Act
* Disability Discrimination Act
* Equality Act

Open recruitment methods are used such as Ways to Work, Job Centre Plus and Press Advertisements etc. All applicants are equally monitored and selected for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

No record of an employee will be retained on computer or elsewhere except where legally and personally required. Any dismissals will be in line with the company’s Terms and Conditions of Employment.

Westdale Group are committed to;

* Creating an environment in which individual differences and the contributions of all our staff are recognised and valued.
* Ensuring every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
* Training, development and progression opportunities are available to all staff.
* Equality in the workplace is good management practice and makes sound business sense.
* Reviewing employment practices and procedures to ensure fairness.
* Treating breaches of our equality policy as misconduct, potentially leading to disciplinary proceedings.
* Annual review of the Equality policy

This policy is fully supported by senior management and has been agreed with employee representatives.

Training on Equality will be incorporated into the Induction Programme including countering bullying and harassment.

Any instance of doubt about the application of the policy, or other questions, should be addressed to the Human Resources department, as should any requests for special training.

The non-discrimination principle inherent in this policy includes the prohibition of discrimination against an individual because he or she associates with someone who is pregnant or on maternity leave or someone of a particular race, religion or belief, sex (including transgender), sexual orientation, age, disability, etc., for example an employee who requires unpaid time off to care for a disabled child, partner or parent or an employee who is married to someone of a minority ethnic origin or who socialises with gay or lesbian friends.

The policy applies to the process of recruitment and selection, promotion, training, conditions of work, pay and benefits and to every other aspect of employment, including general treatment at work and the processes involved in the termination of employment.

Where increased pay and/or enhanced benefits are offered to employees on the basis of length of service, these are intended to reward loyalty, maintain motivation and reflect higher levels of relevant experience.

Employees who are disabled or become disabled in the course of their employment should inform the organisation about their disability. Management will then arrange to discuss with the employee what reasonable adjustments to their or working conditions or environment might assist them in the performance of their duties. The employee will also be encouraged to suggest any adjustments that they believe would be helpful. Careful consideration will be given to any proposals and, where reasonable and reasonably practicable, such adjustments will be made. There may, however, be circumstances where it will not be reasonable or reasonably practicable for the Company to accommodate proposals put forward by the employee.

Employees may use the Grievance Procedure to complain about discriminatory conduct. If the matter relates to sexual or racial harassment or harassment on the basis of sex, pregnancy/maternity status, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age or perceived age, race, colour, nationality, national origins, ethnic origins or disability then the complaint may be raised directly with your immediate superior or if they are perceived cause of the harassment then the complaint should be raised with the HR Department. The Company is concerned to ensure that employees feel comfortable about raising such complaints. No individual will be penalised for raising such a complaint unless the substance of the complaint is untrue or the complaint is made in bad faith, for example out of malice.