



FRENCH & JUPPS LTD

DIVERSITY & EQUAL OPPORTUNITIES ARRANGEMENTS

1. Policy Statement: We are committed to supporting, developing and promoting diversity and equality in all of Our employment practices and activities. Our aim is to establish an inclusive culture free from discrimination and based on the values of fairness, dignity and respect. We will support and develop Our staff through providing everyone with access to facilities, personal and career development opportunities on an equal basis regardless of race, national or ethnic origin, disability, age, gender, sexual orientation, transgender identity or religion/belief.

We intend that Our policy builds on the foundation of equality and anti-discrimination legislation and strives, not only to comply with legal requirements, but to use these to ensure that We exemplify best practice.

We value diversity and recognize that Our Company can be greatly enhanced by the different range of backgrounds, experiences, views, beliefs and cultures represented within Our staff. We aim to embrace diversity in all of its activities and acknowledge that variety and difference are intrinsic to the success and future development of Our business.

We expect all employees, contractors and agency staff to act in accordance with this Policy.

2. Aim: The aim of Our Policy is to build an inclusive Company. We will do this by:

- Making the best use of the range of talent and experience available within Our workforce.
- Building a culture that encourages dialogue at all levels.
- Ensuring that employees fulfil their legal obligations.

3. Principles: The principles of Our diversity and equal opportunities policy are:

- to develop and promote a culture of diversity and equality throughout Our business;
- to develop and promote a culture of fairness, integrity and dignity;
- to support all staff, regardless of race, national or ethnic origin, age, disability, gender, sexual orientation, gender reassignment, religion or belief;
- to prevent all forms of unlawful discrimination;
- to deal with all forms of discrimination consistently, promptly and effectively;
- to ensure that the Diversity and Equality policy influences and informs Our overall Culture.

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4. Scope: The policy applies to all applicants for posts with Us, to all staff employed on a full time or part-time basis, on permanent or temporary contracts, to agency staff and contractors.

5. Legislative Framework: This Policy is underpinned by legislation, which places individual responsibilities on staff/service users/visitors as well as on Ourselves, including:

- Human Rights Act 1998
- The Civil Partnership Act 2004
- The Gender Recognition Act 2004
- The Equality Act 2006
- Equality Act 2010

The above list is not exhaustive and will be reviewed regularly.

Under the above Equality legislation it is unlawful to:

- discriminate directly against anyone and treat him/her less favourably than others because of a protected characteristic they have or are thought to have (perception discrimination), or because they associate with someone who has a protected characteristic (discrimination by association).;
- discriminate indirectly against anyone by applying a criterion, provision or practice which particularly disadvantages people who share a protected characteristic;
- subject someone to harassment related to a relevant protected characteristic (pregnancy and maternity and marriage and civil partnership are excluded);
- victimise someone because s/he has made, or intends to make, a complaint or allegation or has given or intends to give evidence in relation to a complaint of discrimination;
- discriminate against someone in certain circumstances because of a protected characteristic after the working relationship has ended.

The 9 protected characteristics are:

- age
- disability
- gender
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sexual orientation

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6. Definitions: *Equal Opportunities* is a principle that emphasizes that opportunities in employment, education and other areas are available to all. Equal Opportunities in particular relates to a Legal Framework, which makes it illegal to discriminate against people because of a protected characteristic they have.

Diversity is a broader concept that builds upon the progress made through equal opportunities. Everyone is different and diversity is about recognising, respecting and valuing the differences we each bring to work.

Equal opportunities and *diversity* work together by identifying and addressing any inequalities and barriers faced by people and by valuing, learning and benefiting from the diverse cultures in society and our staff.

Direct discrimination occurs when an individual is treated less favourably than another because of a protected characteristic they have.

Discrimination by association occurs when there is discrimination against someone because they associate with another person who possesses a protected characteristic.

Perception discrimination is direct discrimination against an individual because others think they possesses a protected characteristic. It applies even if the person does not actually possess the protected characteristic.

Indirect discrimination occurs when a provision, criterion or practice is applied universally, but its effect disadvantages people who share a protected characteristic.

Harassment occurs when there is is uninvited and unwanted behaviour related to a protected characteristic which makes a person feel intimidated or humiliated.

Victimisation occurs where someone is treated less favorably because they have made a complaint about discrimination or harassment or have given evidence relating to a complaint.

7. Responsibilities: It is essential that Staff Members behave with dignity, courtesy and respect and to act in a non-discriminatory manner at all times.

Cady Flooring have a legal responsibility for demonstrating that it treats all groups of staff fairly in its employment practices. This includes promoting good relationships between different groups of staff and ensuring equality of opportunity. To achieve this we will:

- Gather information on the profile of our staff and our employment practices, such as recruitment; Consult employees and trade unions about how Our services and employment practices could be improved

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- Assess the impact of current and proposed employment policies, practices and services
- Identify priorities and set equality objectives
- The Partners will monitor progress through the Equality Impact Assessment process and support the implementation of action plans.

This will enable Us to achieve Our stated aim of a healthy work-life balance for all staff, improve retention and prevent under-utilisation of some staff.

Employees and job applicants, will receive no less favourable treatment on the grounds of race, national or ethnic origin, religion or belief, gender, sexual orientation, gender reassignment, disability or age.

Employees

Legal responsibilities also extend to employees, and The Service therefore expects all staff, contractors and agency staff to act in accordance with this Policy. Staff are expected to treat colleagues fairly and with respect. All staff should work to the highest standard, adapting as much as possible to the specific needs of each Client, working in a supportive way with their colleagues.

Every member of staff is an essential member of a team and should feel able to develop their skills and play their part fully in Our organisation. Staff should actively encourage non-discriminatory practices and challenge any incidences of behaviour that fail to comply with this policy. All staff should undertake appropriate diversity and equality training.

8. Application of the Policy: Our policy will be applied by means of:

Recruitment and Selection

- Recruitment advertising will encourage applications from all sectors of the community reflecting Our commitment to diversity and equality ;
- recruitment advertising will appear in publications appropriate to the audience capable of producing the best candidates;
- job descriptions, person specifications and recruitment advertisements will be written on the basis of the essential and justifiable requirements of the position;
- shortlisting, appointment and rejection decisions will be transparent and justifiable and will be supported by written comments.

Grading and Promotion

- All grading and promotions criteria and procedures will be free from prejudice and must be applied equitably and consistently.

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Staff Development

- All staff will have equal access to induction, personal and career development opportunities and facilities.

Performance Management

- Probation and performance management procedures will be clear and transparent and will be applied fairly across all staff.

Discipline and Grievance

- Disciplinary and grievance procedures will be applied fairly and transparently for all staff;
- allegations of discrimination, harassment or inappropriate behaviour will be dealt with under the appropriate disciplinary procedures for staff.

9. Advice and Complaints: All staff who believe they have been subjected to discrimination or harassment have the right to seek redress.

Staff may seek advice from their line manager or a Director. Complaints should be submitted in accordance with Our Grievance Procedure.

Verbal or physical abuse by anybody will not be tolerated. We may discipline staff who are found to be abusive.

10. Policy Framework and Support: We have developed a number of other policies and practices in support of the achievement of an organisational culture free from unfair bias, discrimination and harassment. In particular Our Race, Disability and Equality Schemes and action plans to address inequality. Also, Our Dignity at Work Policy.

Training

Diversity and Equality awareness-raising training will be available for all staff.

Communication

This policy will normally be available on our Staff Notice Board. It will be included in staff induction.

Monitoring

Statistics will be gathered to monitor equality across all aspects of Our processes and will be used to inform future practice.

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Confidentiality

Any information disclosed to Us in relation to diversity and equality issues will be kept strictly confidential in accordance with legislative requirements.

11. Policy Review

This policy will be reviewed at regular intervals to ensure it remains in line with legislation and Our organizational principles.

12. Signature

Peter Burnett, Safety Officer

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