



1. Policy Statement

<<Company Name>> ("the Company") is committed to achieving a working environment which provides equality of opportunity for all employees on the grounds of race, sex, pregnancy and maternity, disability, religion or belief, age, civil partnership status, gender reassignment, gender identity and gender orientation. This Policy aims to remove unfair and discriminatory practices from the Company and to encourage full contribution from its diverse community. The Company is committed to actively opposing all forms of discrimination.

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The Company also aims to provide equality of opportunity for its clients and customers in the means by which it provides its services and goods supplied by the Company. The Company believes that all clients and clients are entitled to be treated with respect and dignity.

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2. Objectives of this Policy

- 2.1 To prevent, reduce and stop all discrimination in line with the Equality Act 2010.
- 2.2 To ensure that recruitment, selection, promotion, development, assessment, benefits, pay, terms and conditions of employment, redundancy and dismissals are determined on the basis of capability, quality and productivity of skills and productivity.

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3. Designated Officer

Name: <<Insert Name>>
Position: <<Insert Position>>
Telephone Number <<Insert Telephone Number>>

<<Insert Name>>
<<Insert Position>> resources Manager>>
<<Insert Telephone Number>>

4. Definition of Discrimination

Discrimination is unequal or different treatment that leads to one person being treated more or less favourably than others in the same or similar circumstances on the grounds of race, sex, pregnancy and maternity, disability, religion or belief, age, civil partnership status, gender reassignment, gender identity and gender orientation. Discrimination may be direct or indirect.

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5. Types of Discrimination

5.1 Direct Discrimination

This occurs when a person or a group of people is treated less favourably than another on the grounds of race, sex, religion, marital or civil partnership status, gender reassignment, disability or sexual orientation.

5.2 Indirect Discrimination

This is the application of a policy or practice which the employer applies to all employees but which is such that:

- It is detrimental to a considerable number of people from the group that the person the employer is discriminating against;
- The employer cannot justify the application of the policy on a neutral basis; and
- The person to whom the employer applies the policy suffers detriment from the application of the policy.

Example: A requirement that all employees must be able to lift 20kg by the position would indirectly discriminate against employees with an oriental ethnic origin, as they are less likely to be able to do so.

5.3 Harassment

This occurs when a person is subjected to a course of conduct that has the purpose or effect of violating their dignity or creating an offensive environment.

5.4 Victimisation

This occurs when a person is treated less favourably because they have brought proceedings or they have given evidence in proceedings.

6. Unlawful Reasons for Discrimination

6.1 Sex

It is not permissible to treat a person less favourably on the grounds of sex, marital status, pregnancy or maternity, civil partnership, transgender status. This applies to men, women and those who are undergoing gender reassignment. Sexual harassment of men and women also constitutes sex discrimination.

Example: Asking a woman during a job interview if she is planning to have any (more) children constitutes discrimination on the grounds of sex.

6.2 Age

It is not permissible to treat a person less favourably on the grounds of their age. This applies to

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people of all ages. This does not c

ulation of redundancy payments.

6.3 Disability

It is not permissible to treat a disa
Reasonable adjustments must be m
services and ability to be employed

ably than a non-disabled person.
d person as much access to any
a non-disabled person.

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6.4 Race

It is not permissible to treat a perso
skin, their nationality or their ethnic

se of their race, the colour of their

6.5 Sexual Orientation

It is not permissible to treat a perso
example, an employer cannot ref
heterosexual or bisexual.

se of their sexual orientation. For
n because s/he is homosexual,

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6.6 Religion or Belief

It is not permissible to treat a perso
religion or their lack of any religion

se of their religious beliefs or their

7. Positive Action in Recruitment

Under the Equality Act 2010, positiv
April 2011. 'Positive action' means
people from groups with different n
participation, to apply for positions

nd promotion applies as of 6
any can take to encourage
d of disadvantage or low

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If the Company chooses to utilise p
people with a protected characteris
situations, when there are two cand

ent, this will not be used to treat
l be used only in tie-break
plying for the same position.

8. Reasonable Adjustments

The Company has a duty to make
disabled person. These may includ

to facilitate the employment of a

8.1 Making adjustments to prem

8.2 Re-allocating some or all of

uties;

8.3 Transferring a disabled emp

ted to their disability;

8.4 Relocating a disabled empl

ffice;

8.5 Giving a disabled employee

l treatment or rehabilitation;

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8.6 Providing training or mentor

ee;

8.7 Supplying or modifying eq
employees; or

ed training manuals for disabled

8.8 Any other adjustments tha
provided such adjustments a

ters reasonable and necessary
means of the Company.

If an employee has a disability and
Company, they should contact the

justments could be made by the

9. Responsibility for the Imp

cy

All employees, subcontractors and
does not subject any other emp
harassment or victimisation on th
marital or civil partnership status, g
sexual orientation.

are required to act in a way that
direct or indirect discrimination,
e, sex, pregnancy or maternity,
sability, religion or beliefs, age or

The co-operation of all employee
employees are expected to follow
subcontractors and agents do the s

success of this Policy. Senior
y to ensure that all employees,

Employees may be held independe
the Company and in some circum
compensation to the person who ha

le for their discriminatory acts by
Tribunal may order them to pay
discriminatory acts.

The Company takes responsibility f
to ensure compliance with relevant

es of this Policy, and endeavours
f Practice.

10. Dedicated Grievance Proc

Informal Procedure

10.1 If an employee feels that th
encouraged to attempt to ra
formal procedures detailed b

or indirect discrimination they are
nformally before commencing the

10.2 Informal steps that may be
about the issue, or talking
responsible for the discrimi
with the accompaniment of a

include talking to their manager
ual who the employee feels is
verbally or by letter, and can be
n representative.

10.3 Where the informal proced
the meeting including what v

should keep a written record of
proposed action.

10.4 If the employee feels unab
have failed to solve the pro
the formal procedure detaile

e informally, or if informal steps
uld raise the matter according to

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Formal Procedure

Written Statement

10.5 Formal Grievances should be submitted to the Designated Officer without unreasonable delay. The statement should contain the actions or policy that the employee believes to be unfair and all relevant facts surrounding the action or policy, including dates, names and witnesses. The employee should indicate what they want the Company to do and any other suggestions or information that may assist in resolving the issue.

and submitted to the Designated Officer without unreasonable delay. The statement should contain the actions or policy that the employee believes to be unfair and all relevant facts surrounding the action or policy, including dates, names and witnesses. The employee should indicate what they want the Company to do and any other suggestions or information that may assist in resolving the issue.

10.6 Where the Grievance concerns the employee's manager, supervisor etc or another person of equal or higher status, it should be submitted instead to the employee's <<Insert name of the manager, supervisor etc>> or such other person of equal or higher status.

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Grievance Meeting

10.7 The employee will then be invited to a formal meeting to discuss the Grievance. The meeting will be held within a reasonable delay, and, usually no longer than << 5 >> working days after the written statement is received.

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10.8 The meeting must not take place unless the appropriate manager has not had a reasonable opportunity to consider the information.

The meeting must not take place unless the appropriate manager has not had a reasonable opportunity to consider the information.

10.9 The employer should establish a list of relevant people to interview and collect supporting documents, identifying any relevant people to interview before memories start to fade. Any requests for anonymity should be taken seriously.

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10.10 The employee may, following the meeting, be accompanied by a colleague, a suitably certified trade union official employed by a trade union. The companion may ask questions on behalf of the employee.

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10.11 The employee's chosen companion shall address the meeting to put or summarise the employee's case as they see it. They may not, however, address the meeting on behalf of the employee during the meeting. They may not, however, address the meeting if the employee does not so or prevent the Company from explaining their case.

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10.12 The appropriate manager, or their representative, shall make every effort to attend the meeting.

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10.13 If possible the employee should be invited to attend the meeting if they think the Grievance could be resolved.

If possible the employee should be invited to attend the meeting if they think the Grievance could be resolved.

10.14 If a full investigation of the Grievance cannot be completed at the meeting, the meeting should be adjourned to a later date before a decision is made on how to deal with the employee's Grievance.

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Outcome of the meeting

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10.15 Following the meeting, an appropriate manager shall seek to resolve the Grievance (if appropriate)

without unreasonable delay the action they intend to be taken in order to resolve the Grievance (if appropriate)

10.16 The Company shall also inform the employee of their right to appeal if they are not satisfied with the action taken

of their right to appeal if they are not satisfied with the action taken

10.17 Any action taken shall be designed, as appropriate, to ensure it effectively deals with the issue

as appropriate, to ensure it effectively deals with the issue

Appeal

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10.18 If the employee is dissatisfied with the outcome of the meeting by submitting a written request for appeal. The appeal shall be considered within << 5 >> working days of the employee receiving the outcome of the meeting.

have the right to raise an appeal with the Grievance Officer, which should include the grounds for appeal. The appeal shall be considered within << 5 >> working days of the employee receiving the outcome of the Grievance meeting.

10.19 The Company will invite the employee to attend another meeting to discuss their appeal, to be held within a reasonable time and place which shall be dealt with impartially and by a manager who has not previously been involved in the original Grievance.

another meeting to discuss their appeal, to be held within a reasonable time and place which shall be dealt with impartially and by a manager who has not previously been involved in the original Grievance.

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10.20 The employee has the status of the outcome of the appeal meeting. The outcome of the appeal meeting shall be final and the Grievance procedure is considered complete.

of the outcome of the appeal meeting. The outcome of the appeal meeting shall be final and the Grievance procedure is considered complete.

Records and Confidentiality

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10.21 The Company shall be responsible for the recording of the proceedings of each meeting during the Grievance procedure. Meeting notes will be provided to the employee.

responsible for the recording of the proceedings of each meeting during the Grievance procedure. Meeting notes will be provided to the employee.

10.22 All Grievances will be handled with a degree of confidentiality as is practicable, with special consideration given to sensitive nature of grievances falling under this Policy.

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10.23 Confidential records of the Grievance procedure shall be held in accordance with Data Protection legislation.

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11. Employees engaging in Disciplinary Proceedings

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11.1 Behaviour or actions found to be in breach of the Company Policy and the general spirit of the laws on which it is based will be treated as disciplinary matters. In the most severe of cases, the employee may face dismissal. Any such employees will have the right to appeal such a summary dismissal by submitting a written request for appeal.

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following the Companies gri

11.2 Discrimination leads to an
employee has the right to d
Company policy that may b
hold the employee respons
should inform the Designa
effects that a policy may hav

productive work environment. No
ner. If an employee is executing
y, the Company will not normally
ffects of that policy. Employees
me aware of any discriminatory

11.3 If a grievance is received by
been discriminatory against
breach of policy through the

the actions of an employee have
f, the Company will deal with the

12. Disciplinary Procedure

Informal discussion

12.1 The Company will initially t
informal discussion with the

y issues informally by way of an

12.2 This is a two way discussion
of the grievance against the
opportunity to provide an ex

ll be able to inform the employee
e provide the employee with the

12.3 The main purpose of the i
beneficial for both the Comp

. solution to the problem that is

12.4 Generally, cases of minor
informal action does not pro
too serious to be dealt with
followed.

with informally. However, if the
blem or if the disciplinary issue is
nal Disciplinary Procedure will be

Written notice of intended disciplina

12.5 If it is decided that there is a
employee with written notice
Formal Disciplinary Procedu

wer the Company will provide the
s constitutes the first stage of the

11.5.1 the alleged misconduct
11.5.2 details as to the time

sequences of this;
nary meeting; and

11.5.3 notice of the employee
could result in a formal warn
other disciplinary action. (T
has made a reasonable req

accompanied if the meeting
a warning or the taking of some
exercised once the employee

12.6 The employee's chosen cor
up the employee's case as
They may not, however, a
meeting if the employee do

ddress the meeting to put or sum
e employee during the meeting.
employee's behalf, address the
so or prevent the Company from

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explaining their case. The representative or official employee

a fellow employee, trade union

12.7 The meeting will be scheduled to give the employee reasonable time to prepare for the meeting.

the employee reasonable time to

12.8 The Company will establish a procedure for identifying any relevant people whose memories start to fade. Any requests for copies of witness statements

meeting by collecting documents, witness statements before memories start to fade. Any requests for copies of witness statements will be taken seriously.

12.9 Where the Company or an employee is unable to attend, they should give advance notice to the other party. It may also be appropriate to provide copies of witness statements

All relevant witnesses they should give advance notice to the other party. It may also be appropriate to provide copies of witness statements.

12.10 If the employee is unable to attend the meeting at the agreed time, the Company shall offer an alternative time and date. If the employee repeatedly fails to attend the meeting, the Company, taking into consideration any reasons available, is free to decide upon the matter. The Company will inform the employee about such a failure

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12.11 A record of this written notice shall be kept for a period of 12 months subject to satisfactory conduct.

after <<12>> months subject to

Meeting

12.12 The Company will explain the allegations to the employee and go through any relevant evidence.

the employee and go through any

12.13 The employee will then be asked to present their own evidence, answer any allegations, ask questions and call any witnesses.

to present their own evidence, answer any allegations, ask questions and call any witnesses.

12.14 If the Company is unable to attend the meeting, a delay should be conveyed to the employee at the earliest opportunity. A reasonable alternative should be provided to the employee.

with a delay should be conveyed to the employee at the earliest opportunity. A reasonable alternative should be provided to the employee.

12.15 Where possible, a manager or the investigation will attend the meeting.

the investigation will attend the

Outcome of meeting

12.16 If the Company finds there has been a breach of the policy, the employee will be informed of this in writing.

the employee will be informed of

First Formal Warning

12.17 If misconduct is confirmed, a written warning setting out the details of the complaint and stating that the employee must improve. This letter will include details of the improvement required, time-scales for such improvement and details of support available <<e.g. access to the Company therapist>>. A record will be kept for <<12>> months and

a written warning setting out the details of the complaint and stating that the employee must improve. This letter will include details of the improvement required, time-scales for such improvement and details of support available <<e.g. access to the Company therapist>>. A record will be kept for <<12>> months and

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shall be disregarded thereafter if the employee's conduct.

Final Formal Warning

12.18 If the misconduct is sufficient to warrant a final written warning the Company will give details of the complaint, the improvement required, the time-scale for such improvement, the improvement available, any help available. It will also warn that failure to improve may result in some other contractual penalty e.g. demotion. A copy of the warning will be kept on file and will be disregarded for disciplinary purposes for 12 months subject to satisfactory conduct.

Dismissal / Other Penalty

12.19 If there has been further misconduct since a written warning the Company may dismiss the employee or take any other form of disciplinary suspension. The employee will be provided with, in writing, the reasons for dismissal/or demotion and the date on which the employment will terminate (if dismissed), and the date on which the employee should return to work. The dismissal decision should be made by a manager who has the authority to do so.

Dismissal Without Notice

12.20 If the Company finds that the employee has committed a serious offence or misconduct the Company may call for a fair disciplinary procedure before dismissal. The decision will be confirmed in writing.

Appeal

12.21 Employees have the right to appeal against a final disciplinary action. An appeal should be made in writing within 5 working days of the disciplinary decision.

12.22 The employee must inform the Company of the grounds for appeal in writing, and the appeal should be made within 5 working days of the disciplinary decision.

12.23 The Company will hear the appeal as soon as possible and where possible the appeal will be dealt with by a manager of a grade substantially more senior, not previously involved in the case. However, if this is not practicable, the same manager may handle both the disciplinary action and the appeal and he/she will act as impartially as possible.

12.24 The outcome of the appeal will be confirmed in writing within <<5>> working days of the meeting. Decisions made at the meeting are final and there is no further right of internal appeal.

13. Advice and Support on Dis

Employees may contact their emp
individual is possible.

representative if access to such an

Other contacts include:

Equality and Human Rights C

Manchester

Arndale House

The Arndale Centre

Manchester

M4 3AQ

London

3 More London

Riverside Tooley Street

London

SE1 2RG

Cardiff

3rd Floor, 3 Callaghan Square

Cardiff

CF10 5BT

Glasgow

The Optima Building

58 Robertson Street

Glasgow

G2 8DU

Helpline Telephone Numbers:

England: 0845 604 6610

Wales: 0845 604 8810

Scotland: 0845 604 5510

Website: www.equalityhuman

Citizens Advice Bureau

Myddleton House

115-123 Pentonville Road

London

N1 9LZ

Website: www.citizensadvice

Community Legal Services D

Telephone: 0845 345 4 345

Website: www.communitylegal

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14. The Extent of the Policy

14.1 The Company seeks to a appraisal, development and and services in a fashion tha

recruitment, selection, training, ees. The Company offers goods of this Policy.

14.2 This Policy does not form a its contents are not to be r terms to any contract made

contract with any employee and as implied, collateral or express

14.3 The Company reserves the

te this Policy at any time.

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This policy has been approved &

Name: <<Insert >>

Position: <<Insert >>

sources Manager>>

Date: <<Date>>

Signature:

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