

# EQUALITY AND DIVERSITY POLICY

## 1. Aims and objectives

To ensure that the talents and resources of all staff/learners are utilised to the full and that no job applicant or employee/learner receives less favourable treatment on the grounds of gender, age, disability, marital status, creed, social class, colour, race or ethnic origin, sexual orientation, and religion or belief, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

**Lifeskills Solutions will show zero tolerance to any form of discrimination.**

## 2. Policy

To this end Lifeskills Solutions will:

2.1 Fulfil its social responsibility towards its staff/learners and the communities in which it operates.

2.2 Aim to provide a working environment, which will enable staff/learners to fulfil their personal potential. The Company accepts that such an environment cannot be created or sustained if, individually or collectively, staff/learners are subject to harassment, intimidation, victimisation or bullying.

2.3 Encourage resolution of any complaints of harassment through informal reporting to a supervisor or manager for an informal discussion. Staff are entitled to use the grievance procedure to formally address any such issues.

2.4 Support any employee/learner who is found to have been

harassed by another employee/learner and deal with complaints sensitively and confidentially. The company takes harassment very seriously and disciplinary action (if proved) may be taken against the harasser.

2.5 Recognise its legal obligations under the following key pieces of legislation:

- The Disability Discrimination Act 1995 Parts I-IV
- The Disability Discrimination Act 2005
- The Employment (Equality) Regulations on:
  - Sexual Orientation 2003
  - Religion or other Belief 2003
  - Sex Discrimination 2005
  - Age 2006
- The Sex Discrimination Act 1975 and 1986
- The Equal Pay Act 1970
- Human Rights Act 1998
- The Race Relations (Amendment) Act 2000
- The Employment Act 2002
- Data Protection Act 1998
- Freedom of Information Act 2000
- Equality Act 2010

2.6 To develop and encourage employee awareness through training.

2.7 Welcome applications from potential staff/learners with physical or learning disabilities and make all reasonable adjustments to the workplace, their working/learning conditions and facilities to support their full participation within the company.

2.8 Review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated solely on the basis of their merits and abilities, which are appropriate to the job regardless of gender, age,

disability, ethnicity, sexual orientation, religion or belief or other relevant criteria.

2.9 Seek to give all staff/learners equality of opportunity and encouragement to progress within the company.

2.10 Distribute and publicise the policy throughout the organisation and to the wider community as appropriate.

2.11 Provide facilities for any employee/learner who believes that unequal treatment has been applied to him or her within the scope of this policy to raise the matter through the appropriate grievance or disciplinary procedure.

2.12 Provide, within the action plan to all employee/learners, training which may improve their prospects within the organisation. Such training will also enhance staffs' understanding of the need for a commitment to ensure that subcontractors are aware of the organisation's Equality and Diversity policy and agree to adhere to it.

2.13 The organisation will put in place a monitoring process, which enables them to monitor and review their management information on the ethnicity, gender, age, and disability of staff/learners.

2.14 The organisation will take action or seek guidance to target specific groups where under representation is identified.

### 3. Responsibility

3.1 The overall responsibility for the monitoring of the effectiveness of this policy and for implementing an ongoing programme of action to make it fully operation is invested in Spencer Fearn, Managing Director

3.2 It is the responsibility of all staff/learners to accept their personal involvement in the practical application of this policy although specific responsibility falls upon management, supervisors and staff professionally involved in recruitment and selection, training and development and employee administration.

**Spencer Fearn**  
**Managing Director**

**Revised July 2011**