

Brogdale CIC Policy:

EQUAL OPPORTUNITIES POLICY

Brogdale CIC is committed to ensuring equality of opportunity and encouraging diversity for its employees in every area of its work. We aim to treat all employees and clients with dignity and respect and to work in an environment free from discrimination.

We aim to treat all people with respect and dignity, in a fair, open and honest way recognising that each person is of value. We aim to ensure that no one is treated less favourably than others on the grounds of ethnic origin, nationality, race, age, disability, gender (including transgender), sexual orientation, or religion. Our intention is to reflect not only the letter but also the spirit of equality legislation.

Purpose

Brogdale CIC has a written Equal Opportunities policy for the following reasons:

- To demonstrate the effects of good employment practice to our staff, clients, customers and suppliers.
- To use good employment practice to the benefit of the Company, our employees and customers.
- To provide for equal opportunity in terms of recruitment, training, development and promotion regardless of sex, marital status, race, colour, creed, ethnic origin, nationality, age and disability, of our employees.
- To comply with the legal requirements of the various Acts (as listed below) which have an effect on employment, both in the letter and spirit of those Acts.

The following themes apply to this paper:

- Age (both younger and older people)
- Disability
- Gender (women and men, including transgender people)
- Race (tackling discrimination and promoting equality between groups)
- Religion and Belief
- Sexual Orientation

The Acts of Parliament which apply are:

The Equal Pay Act 1970
The Sex Discrimination Act 1975
The Race Relations Act 1976
The Race Relations (Amendment) Act 2000
The Employment Rights Act 1996
The Disability Discrimination Act 1995 and 2005
The Rehabilitation of Offenders Act 1976
The Human Rights Act 1998
Employment Equality (Sexual Orientation) Regulations 2003
Employment Equality (Age) Regulations 2006
Employment Equality (Religion or Belief) Regulations 2003
Equality Act 2006

Racial and Religious Hatred Act 2006

Brogdale CIC undertakes to inform all employees of the policy and procedures in respect of Equal opportunities, and to train those employees for whom specialist knowledge is necessary for the completion of their duties and responsibilities.

Equal Opportunities Policy Statement

It is the Policy of Brogdale CIC Company to:

- recruit, employ and develop our staff on the basis of their suitability, qualifications and experience in relation to the requirements of the work to be performed and not on grounds of their sex, sexual orientation, marital status, creed, colour, race, ethnic origin, nationality, disability or age.
- monitor the composition and progress of the workforce to establish that its intentions are realised and to take action to remedy the situation if necessary.

Brogdale CIC undertakes to inform all its employees of the policy and related procedures. This will be done by means of Induction Training for new employees, and job related training will be given according to the position held.

Equal Opportunities Procedure

General

The Policy applies to

- All types of advertisement of jobs (both internal and external)
- The recruitment process
- The appointment to the position
- Training
- Conditions of employment
- Pay
- Every other aspect of employment with Brogdale CIC

The Manager/Directors will prepare advertisements for jobs. This will ensure that there is no bias, or discrimination, in the conditions stated.

The Manager/Directors involved in the recruitment and selection of employees will be given appropriate training.

All employees should note that the imposition of any condition, or requirement, which has an adverse effect on someone due to his/her sex, sexual orientation, race, marital status, age, nationality or disability etc, will be unlawful unless it can be justified by business need.

Change of Status

All employees should advise the Directors of any change to their

Status with regard to the above categories.

Complaints about Discriminatory Conduct

Brogdale CIC wishes to reassure employees that if they raise such a matter, it will be handled in a sensitive manner and without any recriminations, then or at a later date, unless any complaint is found to be untrue, or made in bad faith. All matters relating to potentially discriminatory conduct should be raised immediately with the Directors.

Should individuals consider that they have been unfairly treated in connection with the Equal Opportunities Policy, they should either speak to the Directors or follow Brogdale CIC Grievance Procedure.

External Contacts

Brogdale CIC requires that all employees follow the requirements of the Policy in its dealings with other parties, including clients, customers and suppliers to Brogdale CIC will also ensure that any other partners operate an Equal Opportunities Policy similar to its own.

Discipline

Any employee who discriminates against any other employee, or other person connected with Brogdale CIC, or its clients, customers or suppliers, on the grounds of sex, race, creed, marital status, ethnic origin, nationality, disability or age, will be subject to the Brogdale CIC Disciplinary Procedure. See Employment handbook.

In serious cases, such behaviour may be deemed to constitute gross misconduct and, if so, will result in summary dismissal, unless mitigation requires otherwise.

Monitoring

Brogdale CIC will monitor on a regular basis to ensure that the policy is working as intended, with particular reference to the recommendations of the commission for Racial Equality. For this purpose all job applicants will be requested to complete a form which is enclosed with the Application for Employment and which asks them to state their sex, ethnic origin and age.

Positive Action

The monitoring of the process will enable Brogdale CIC to establish that the policy is operating correctly, and to make any necessary adjustments if any imbalances are found. Measures such as the following may be used:

- Advertising jobs in appropriate publications
- Assertiveness training.
- Encouraging persons from under-represented groups to apply for suitable positions.

If you have any queries relating to this document, or its application, please contact The Chair of Board, Lady Anne Maria Nelson on anne.marie.nelson@icloud.com