
PO56 EQUALITIES POLICY AND PROCEDURE

Policy

EQUALITY IN THE WORKPLACE

The organisation is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

To that end the purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, gender reassignment, marital status or civil partner status, race, ethnic or national origin, colour, nationality, disability, sexual orientation, age, pregnancy or maternity, religion or belief. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part-time, full-time or temporary, and volunteers, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. Everyone 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.

The principles of non-discrimination and equality of opportunity also apply to the way in which we treat visitors, clients, customers, suppliers and former staff members.

All staff have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, regardless of their status.

Our commitment:

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- 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.
- We will review all our employment practices and procedures to ensure fairness.
- All members of staff are responsible for the success of this policy and must ensure that they familiarise themselves with the policy and act in accordance with its aims and objectives.
- The management team must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives with regard to equal opportunities.
- The management team have overall responsibility for the effective operation of our equal opportunities policy and for ensuring compliance with the relevant statutory framework prohibiting discrimination.

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- Breaches of our equality policy could result in disciplinary action up to and including summary dismissal.

Guidance

RECOGNISING DIVERSITY

We fully appreciate people from many religions use dress as a sign of their faith. In addition we accept that some dress is required by religion, whilst others are a matter of custom and choice. If you wear attire on grounds of religious belief, you will be entitled to do so whilst in our employment.

The following list, whilst not exhaustive sets out what pieces of clothing we will accept.

RELIGION	CLOTHING	COMMENT
Islam	The hijab	Females will be permitted to cover up as required by Islam.
Sikhs	Turbans (male), Turbans or headscarves (females)	
Hasidic Jewish men	Payos (forelocks), Tzitzit (fringed shawls), yarmul kes (skull caps)	Hair clips may assist in securing the skull cap for reasons of personal safety.
Buddhists	Orange or grey robes.* Shaven heads.	
Amish and Mennonites	Plain hats, long coats*, simple dresses and an apron.	

* Where a star is noted, consultation should take place with your Line Manager to ensure such attire does not put you at risk in terms of your personal safety at work. If we have omitted any other dress, which should be worn on grounds of religious belief, you should bring this to the attention of the CEO or your Line Manager.

Related Policies: PO51 Disciplinary;
PO26 Code of Conduct
PO6 Dignity at Work

Related Documents: none

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