

# Interr Equality and Diversity Policy

## Introduction

1. We are an equal opportunities employer. We also recognise the benefits of a diverse workforce and are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. We will seek to promote the principles of equality and diversity in all our dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public. The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of disability, age, sex, marital status, sexual orientation, gender reassignment, race, colour, nationality, ethnic or national origins, religion or belief, political belief or affiliation or trade union membership, marital status, part-time status, pregnancy or maternity or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.
2. We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. Unlawful discrimination of any kind in the working environment will not be tolerated and we will take all necessary action to prevent its occurrence. All employees are covered by this policy and it applies to all areas of employment including recruitment, selection, training, deployment, career development, promotion, terms and conditions of employment including access to employment-related benefits and facilities, grievance handling and the application of disciplinary procedures and select for redundancy. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.
3. The Head of HR has particular responsibility for implementing and monitoring the Equality and Diversity in Employment Policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination. Equal opportunities practice is developing constantly as social attitudes and legislation change. The Company will review all policies and implement necessary changes where these could improve quality of opportunity.
4. All employees, workers or service partners whether part time, full time or temporary, 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. All employees 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 Company.
5. Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Company as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Company.
6. We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.
7. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.
8. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

## **Our Commitment as an Employer**

1. To create an environment in which individual differences and the contributions of our staff are recognised and valued.
2. Every employee, worker or service partner is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
3. Training, development and progression opportunities are available to all staff.
4. Equality in the workplace is good management practice and makes sound business sense.
5. We will review all our employment practices and procedures to ensure fairness.

## **Recruitment and Selection**

1. The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
3. Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. We will not confine our recruitment to areas or media sources, which provide only, or mainly, applicants of a particular group.
6. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
7. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
8. Short-listing and interviewing will be carried out by more than one person whenever possible.
9. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
10. We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
11. Selection decisions will not be influenced by any perceived prejudices of other staff.

## **Training and Promotion**

1. Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
2. All promotion will be in line with this policy.

## Monitoring

1. We will maintain and review the employment records of all employees in order to monitor the progress of this policy.
2. Monitoring may involve:-
  - a. the collection and classification of information regarding the race in terms of ethnic/national origins and sex of all applicants and current employees;
  - b. the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
  - c. recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
3. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

## Our Commitment as a Service Provider

1. We aim to provide services to which all clients are entitled regardless of race, religion, belief, gender, marital status, sexual orientation, disability, offending past, caring responsibilities, social class or age.
2. We will make sure that our services are delivered equitably and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients.
3. This policy is fully supported by senior management and has been agreed with employee representatives
4. This policy will be monitored and reviewed annually.
5. We have clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.
6. A detailed action plan in the full version of this policy sets out how we are implementing these processes.
7. Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

## Equal Opportunity Policy Statements

### Gender and Gender Re-Assignment

We will:

- challenge discriminatory assumptions about women and men;
- take positive action to redress the negative effects of discrimination against women and men;
- offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same; and
- provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment.

## Age

We will:

- ensure that people of all ages are treated with respect and dignity;
- ensure that people of working age are given equal access to our employment, training, development and promotion opportunities; and
- challenge discriminatory assumptions about younger and older people.

## Race (including colour, nationality, caste and ethnic origin)

We will:

- challenge racism wherever it occurs;
- respond swiftly and sensitively to racists incidents; and
- actively promote race equality in the Company.

## Ex-Offenders

We will:

- prevent discrimination against our employees to clients regardless of their offending background (except where there is a known risk to children or vulnerable adults).

## Disability

We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities;
- ensure an interview for those that apply for a position within Interr;
- challenge discriminatory assumptions about disabled people; and
- seek to continue to improve access to information by ensuring availability of: loop systems; Braille facilities; alternative formatting; and sign language interpretation.

## Sexual Orientation

We will:

- ensure that we take account of the needs of lesbians and gay men; and
- promote positive images of lesbians, gay men and bisexuals.

## Religion And Belief (including political belief or affiliation or trade union membership)

We will:

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible;
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

## Equal Pay

We will:

- ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

## Complaints of Discrimination

1. We will treat seriously all complaints of discrimination made by employees, clients, customers, suppliers, contractors or other third parties and will take action where appropriate.
2. If you believe that you have been discriminated against, you are encouraged to raise the matter as soon as possible with your manager or other senior employee using the Company's Grievance Procedure (outlined elsewhere in the Employee Handbook).
3. Allegations regarding potential breaches of this policy will be treated in confidence and investigated thoroughly. If you make an allegation of discrimination, we are committed to ensuring that you are protected from victimisation, harassment or less favourable treatment. Any such incidents will be dealt with under the Company's Disciplinary Procedures.

## Investigating Accusations of Unlawful Discrimination

1. If you are accused of unlawful discrimination, we will investigate the matter fully.
2. During the course of the investigation, you will be given the opportunity to respond to the allegation and provide an explanation of your actions.
3. If the investigation concludes that the claim is false or malicious, the complainant may be subject to disciplinary action.
4. If the investigation concludes that your actions amount to unlawful discrimination, you will be subject to disciplinary action, up to and including dismissal without notice for gross misconduct.

## Policy Review

This policy was last reviewed and agreed by the board and seeks to be reviewed and updated annually. Any queries arising regarding this policy should be addressed to Mick Tabori.



Mick Tabori - CEO  
October 2017