

1 OVERVIEW

This policy document sets out our commitment to creating an environment in which everyone can fully participate. It also sets out our commitment to promoting equality and diversity among our staff. Our equality and diversity policy links directly to some of our strategies and plans, in particular our strategic plan which sets out our priorities for action to continually assess and where possible improve the working environment for our employees.

2 POLICY OBJECTIVES

We want to see a strong spirit of community within our company. We will put in place a range of actions to remove prejudice, discrimination and victimisation from within our workforce. We will develop and promote policies and systems which make sure that New Earth Solution's workforce is not discriminated against or bullied for any reason.

3 POLICY DELIVERY

3.1 OUR COMMITMENT

We will make sure that our employment practices (including recruiting, retaining, training, developing, appraising, promoting, and retiring) are accessible to everyone and that we actively value and celebrate the wide variety of lifestyles and cultures.

We recognise all discrimination statute which is now incorporated into the Equality Act 2010.

The Equality Act 2010 came into effect on 1 October 2010. The purpose of the Equality Act 2010 is to simplify discrimination legislation and create a more consistent and effective framework, while at the same time extending discrimination protection.

The Act defines direct discrimination as less favourable treatment because of a protected characteristic. The protected characteristics under the Equality Act 2010 are:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex; and
- sexual orientation.

Indirect discrimination against individuals because they have a relevant protected characteristic is also covered, although pregnancy and maternity does not come under the indirect discrimination provisions in the Equality Act 2010.

Equality and Diversity Policy



As an employer we are liable for acts of unlawful discrimination committed by our employees against other employees or customers in the course of their employment unless we can show that we took such steps as were reasonably practicable to prevent those acts.

We may take positive action in the form of proportionate measures to encourage or train people from an under-represented group to apply for jobs, overcome a perceived disadvantage or meet specific needs based on a protected characteristic.

The Equality Act 2010 makes it unlawful to discriminate directly or indirectly, or harass customers or clients because of the protected characteristics of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of goods and services.

Our commitment is supported by a legal duty to provide all services and employment opportunities fairly, without discrimination, and to keep to all relevant codes of practice. We believe we have a strong moral and social duty to recognise that discrimination takes place and to do everything we can to challenge prejudice and discrimination and promote equality.

We are committed to providing high-quality services. Where appropriate, we will work with other organisations which promote equal opportunities to all by:

- building on our good practice;
- consulting with and involving our Clients on using this policy, where appropriate;
- providing accessible information on our policies and services;
- carrying out equality impact assessments of new and existing policies and practices to make sure that they will not discriminate against anyone;
- removing barriers which may deny people access to employment;
- using our powers to make sure that organisations providing services on our behalf work in line with this policy; and
- promoting an environment which gives everyone an equal chance to work free of discrimination and prejudice.

We will put in place a range of actions which are aimed at tackling prejudice and celebrating diversity within our workforce by:

- developing a workforce which reflects the community at all levels;
- ensuring the recruitment, selection, training, promotion, discipline and dismissal of staff is on the basis of merit and ability of the employee
- endeavouring to ensure the workplace is accessible and managed to suit the needs of all staff, employees and sub-contractors, as far as is reasonably possible;
- ensuring that all employees know the effects of this policy and providing appropriate training;
- making sure that all employees understand their rights of protection from discrimination, harassment or bullying;
- developing and promoting policies which give everyone equal access to employment and opportunities; and
- setting performance targets so we can measure our progress.

3.2 RESPONSIBILITIES

Company Responsibilities

- The Managing Director has overall responsibility for ensuring that this policy is 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.
- The Company is committed to dealing sensitively, firmly and effectively with all complaints of discrimination, victimization or harassment.
- The Company will deal with discrimination and all forms of harassment using this policy along with the Disciplinary & Grievance policies.

Manager Responsibilities

- Managers should ensure they are fully aware of this policy and ensure that their own behaviour is exemplary.
- Managers should ensure that all employees are treated with dignity and are able to help and coach others to recognise and change behaviour.
- Managers should ensure the work environment is free from visual discrimination such as pin ups, posters, screensavers and pornography downloaded from the internet.
- Managers should be alert to physical and verbal discrimination, harassment and bullying within their work area and deal with it immediately, whether or not it is formally brought to their attention.
- Managers should be supportive of individuals who state that they have been discriminated against, harassed or bullied.
- Wherever possible the manager will deal with matters confidentially where an employee raises a concern or otherwise seeks their support and guidance.

Employee Responsibilities

- All employees have personal responsibility for the practical application of this Policy, which applies to the treatment of customers, suppliers and the general public as well as to fellow employees.
- Personal responsibility includes reporting incidents, refusing to collude with inappropriate behaviour and supporting employees or colleagues who are being harassed and discriminated against.
- Any employee, manager, supervisor and director who are involved in recruitment, promotion or training have specific responsibility for the practical application of this Equal Opportunity Policy.

Equality and Diversity Policy



- Any employee, manager, supervisor and director who has been determined to have committed an act of unlawful discrimination shall be subject to disciplinary action according to the Company's Disciplinary Rules and Procedures.
- If there is any doubt about the terms of this Policy or the application thereof an employee should consult the Managing Director.
- All employees and managers should be aware that any form of discriminatory behaviour against another employee by them in the ordinary course of their employment is likely to result in the Company being deemed vicariously liable for their actions and being the subject of formal proceedings and awards for damages before an employment tribunal.
- With the help of feedback from our employees and clients, each year we will monitor, review and evaluate the effectiveness of our employment and service-delivery policies. If our monitoring reveals any gaps in our policies, we will take action to deal with this.