Equalities & Diversity Policy – Club Edge



Statement of policy & purpose of policy

1 Higher up club ltd is committed to equal opportunities for all of its staff and applicants.

2 It is our policy that all employment decisions are based on merit and the legitimate business needs of the organisation. The employer does not discriminate on the basis of race, colour or nationality, ethnic or national origins, sexual orientation, marital or civil partner status, pregnancy or maternity, disability, religion or belief, age or any other ground on which it is or becomes unlawful to discriminate under the laws of England and Wales.

3 Our intention is to enable all staff to work in an environment which allows them to fulfil their potential without fear of discrimination , harassment or victimisation. The employer’s commitment to equal opportunities extends to all aspects of the working relationship including:

* Recruitment and selection procedures
* Terms of employment, including pay, conditions, and benefits
* Training, appraisals, career development and promotions
* Work practises, conduct issues, allocation of tasks, discipline, and grievances
* Work – related social events and
* Termination of employment and matters after termination, including references.

4 This policy is intended to help the employer achieve its diversity and anti-discrimination aims by clarifying the responsibilities and duties of staff in respect of equal opportunities and discrimination. The employer will promote effective communications and consultation between the employer and staff concerning equal opportunities by means it considers appropriate.

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

6 This is a statement of policy only and does not form part of your contract of employment. This policy may be amended at any time by the employer at their discretion.

Who is responsible for the equal opportunities

7 Achieving an equal opportunities workplace is a collective task shared between employer and all of its staff.

8 The management team has an overall responsibility for this policy and for the equal opportunities and discrimination law compliance in the workplace and the Director Rebecca Shuttleworth and manager Emma Richardson have been appointed as the contacts for day-to-day operational responsibility for these matters.

9 All staff have personal responsibility to ensure compliance with this policy to treat colleagues with dignity at all times and not to discriminate against or harass other members of staff, visitors, clients, customers, suppliers and former staff members. In addition staff who take part in management, recruitment, selection, promotion, training and other aspects of career development have special responsibility for leading by example and ensuring compliance.

10 Managers will receive appropriate training in equal opportunities and must take all necessary steps to:

* Promote the objective of equal opportunities and values set out in the policy
* Ensure that their own behaviour and those of the staff they manage complies in full with this policy.
* Ensures all complaints are dealt with appropriately

Disabled persons

11 Any staff member who considers that they may have a disability is strongly encouraged to speak to the Manager Emma Richardson particularly if they experience difficulties at work because of their disability so that any reasonable adjustment can be made to help overcome or minimise difficulties. Disability includes any physical or mental impairment which effect’s ability to perform day to day activities and has lasted for more than 12 months.

12 We will consult with you about whether adjustments are needed to avoid you being disadvantaged and may ask you to see a doctor appointed by us to decide on this. We will seek to accommodate your needs within reason

13 Managers with responsibility for managing a member of staff who they know or think to be disabled to speak to the director Rebecca Shuttleworth to ensure all relevant duties are complied with.

14 Support plans for children who attend Club Edge will be completed by a senior staff member and the parents of the child so that a clear plan is in place and the needed adaptations can be in place to support the child.

Making employment decisions fairly

14 As noted above the employer will recruit employees and make other employment decisions concerning training, promotion dismissal and related issues on the basis of objective criteria.

Managers involved in recruitment must

* Ensure that vacancies are advertised to a diverse audience
* Review job advertisement carefully
* Not ask applicants about health or disability

What to do if you encounter discrimination

15 If you believe that you have been a victim of discrimination you should follow the employer’s grievance procedure

16 Every member of staff is responsible to combat discrimination if they encounter it staff who observe or who are aware of it should encourage the staff member to report it to the Director Rebecca Shuttleworth or manager Emma Richardson.

17 Staff members who report discrimination in good faith will be protected by retaliation or victimisation.

18 If you make a complaint, you maybe asked to stay at home (staff member) or be collected (child) while investigations are being conducted.

Non-compliance with equal opportunities rules

19 and breach of equal opportunities rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender (staff member) .

20 It maybe a criminal offence to harass another employee customer, client, supplier

Review of this policy

21 The management team will keep this policy under review