

Equality, diversity and inclusion policy

Franklin Hammond Ltd is committed to encouraging equality, diversity and inclusion among our people and our client base, and eliminating unlawful discrimination.

The aim is for our business to be truly focused on offering our services to all sections of society and for each client we work with to feel respected at all times.

The objective of this policy is to set out the arrangements for ensuring the company complies with the Equality Act and treats all colleagues equally and fairly recognising the diverse nature of our customers, suppliers, contractors and colleagues at work.

Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all clients we work with, whether light touch one off appointments, more intensive longer-term support or working with young people in an educational setting.
2. Not unlawfully discriminate against any colleague, clients or customers because of the Equality Act 2010 protected characteristics of race (including colour, nationality, and ethnic or national origin), disability, religion and belief, age, gender reassignment, marriage and civil partnership, pregnancy and maternity, sex or sexual orientation; nor be disadvantaged by the imposition of qualifications or requirements which cannot reasonably be justified as necessary on operational or business grounds.
3. When working with schools, not discriminate against any student on the basis of having any Special Educational Needs or Disabilities
4. As part of its overall approach to the fair treatment of colleagues, customers and suppliers, the Company is committed to ensuring that it meets its responsibilities and obligations under the Equality Act 2010 ('The Act'). Failure to comply with the Equality Act would damage the Company's image and reputation and may also result in legal action against the Company and/or the colleague.

Our commitments

The organisation commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of everyone are valued

3. When working with young people in an educational setting, whether in person or virtually, adhere to the safeguarding policy of that institute as well as our own, and offer tailored support for any student, including those with special educational needs and disabilities.

This commitment includes training both directors and any other employees or sub-contractors, about their rights and responsibilities under the equality, diversity and inclusion policy, and our safeguarding policy. Responsibilities include staff conducting themselves to help the business provide equal opportunities to clients from all backgrounds, and prevent bullying, harassment, victimisation and unlawful discrimination.

The business understands they and any employees of the business, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the business

5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by both Directors/Owners of the business, Vikki Franklin and Sophie Hetherington (nee Hammond)

January 2024