

## Equality and Diversity Policy

### 1. Statement

The Business Portfolio (UK) Ltd 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, especially the communities within which we work, and that each employee feels respected and able to give of their best within a culture that values meritocracy, openness, fairness and transparency.

To that end, the purpose of this policy is to provide equality and fairness for all our staff and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination and do not discriminate because of any other unrelated factor.

Specifically, The Business Portfolio (UK) Ltd is committed to complying with the Equality Act 2010 in terms of discrimination, harassment (including third parties), and victimisation.

All staff will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit is on the basis of aptitude and ability. All employees are helped and encouraged to develop their full potential and the talents and resources of the workforce are fully utilised to maximise the efficiency of the organisation.

All staff are responsible for the promotion and advancement of this policy. Behaviour, actions or words that transgress the policy are not tolerated and are dealt with under our disciplinary procedures, as appropriate.

Staff who believe they have not been treated fairly should use The Business Portfolio (UK) Ltd grievance procedure.

### 2. Legislation

The principal pieces of legislation governing this policy are:

- Equal Pay Act 1970 (Equal Value Amendment 1984)
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975 (Gender Reassignment Regulations 1999)
- Race Relations Act 1976
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1997
- Race Relations (Amendment) Act 2000
- Race Relations Act 1976 (Amendment) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Disability Discrimination Act 2005
- Employment Equality (Age) Regulations 2006

3. Our Commitment
- Every employee is entitled to a working environment which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
  - The commitment to diversity and equality in the workplace is good management practice and makes sound business sense
  - Breaches of our diversity and equality policy will be regarded as misconduct and could lead to disciplinary proceedings
  - This policy is fully supported by senior management
  - The policy will be monitored and reviewed annually

4. Responsibilities
- All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

The Designated Senior Manager/Lead Officer is Kerry Bannon.

5. Procedures
- a. Recruitment and Selection
- Please refer to The Business Portfolio (UK) Ltd Recruitment and Selection Policy
- Specifically, we:
- Encourage more people to apply for posts by considering part-time working
  - Advertise widely to attract a diverse workforce (Job Centre Plus, internet, local and national media (where appropriate)
  - Monitor and recruitment data and publish internally
  - Maintain confidentiality
  - Offer work experience opportunities/mentoring for students
  - Work with community groups
- b. Remuneration and Benefits
- Specifically, we:
- Aim to be fair, transparent and consistent: wherever possible, each of our jobs is matched to the relevant rank and job family of an external salary survey, and a salary range given for each job.
  - Offer flexible working to all staff, not just to those who are eligible by law.
- c. Bullying and Harassment
- The Business Portfolio (UK) Ltd is committed to taking all reasonably practical steps to ensure that bullying and harassment does not occur in the workplace.
- Specifically, we:
- Foster a culture of mutual respect and confidence amongst all staff via our induction, training and on-going learning and development processes
  - Have disciplinary and grievance policies and processes to investigate all claims of bullying and harassment in a fair and consistent manner. Physical violence or bullying, and unlawful discrimination or harassment, both carry the gross misconduct penalty under our disciplinary policy.
  - Provide support for those who are victims of bullying and harassment at

work, including the provision of a confidential Employee Assistance Programme.

d. Disciplinary

An overview of our Disciplinary Policy is included in the Centre Handbook, which is issued before commencing employment. Further details are given to staff during their induction. We follow ACAS procedures.

Specifically, the following both carry the gross misconduct penalty:

- Physical violence or bullying, and
- Unlawful discrimination or harassment

e. Grievance

An overview of our Grievance Policy is included in the Centre Handbook, which is issued before commencing employment. Further details are given to staff during their induction. We follow ACAS procedures.

Specifically we:

- Encourage staff to discuss issues at the earliest opportunity.

f. Monitoring and review

We are committed to monitoring equal opportunities, and will take appropriate action to identify any anomalies.

Specifically, we:

- Report on equal opportunities to the Senior Team after each recruitment campaign
- Produce quarterly statistics on ethnicity
- Review the policy on an annual basis, given the importance of equality and diversity issues.
- Engage staff on equality and diversity issues via our performance management processes (objective-setting and one-to-one meetings).

6. Training and support for staff
- Any training needs relating to equality and diversity are identified via The Business Portfolio (UK) Ltd induction process.

Thereafter, equality and diversity issues are discussed via the performance management process (one: one meetings/supervisions, objective setting/reviews etc.).

7. Communicating and reviewing the policy      The Business Portfolio (UK) Ltd will make clients aware of the Equality and Diversity Policy if and when requested.

This policy will be reviewed by Kerry Bannon the Designated Senior Manager, every 12 months and/or when there are changes in legislation.

8. Confirmation of reading      I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for The Business Portfolio (UK) Ltd

Please complete the details below and return this completed form to Kerry Bannon.

Employee Name:

Employee Signature:

Date: