



Equality and Diversity Policy

Byron Business Solutions Equality and Diversity Policy

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Introduction

We aim to be an equal opportunity employer. This policy covers all aspects of employment, from vacancy advertising, selection, recruitment and training to conditions of service and termination of employment.

To ensure that this policy is operating effectively (and absolutely for no other purpose) we maintain records of employees' and applicants' ethnic background, gender and any disability.

Monitoring and analysis of these records provide the basis for appropriate action to remove unlawful direct and indirect discrimination and promote equality of opportunity.

Where necessary, actions permitted by the relevant Acts of Parliament, will be taken to help disadvantaged and/or underrepresented groups to compete for jobs on a genuine basis of equality.

Recruitment and Records

Advertising

When possible, vacancies will be advertised internally and externally at the same time. We will try to ensure that knowledge of new vacancies reaches underrepresented groups both internally and externally.

Wherever possible, all vacancies will be advised to job centres, schools and colleges, etc, with significant minority groups, and to minority press/media and organisations. All vacancy advertisements will include an appropriate short statement on equal opportunity.

Selection and Recruitment

Criteria for selection, including job descriptions and employee specifications, will continually reviewed to ensure that they are both non-discriminatory and essential for the effective fulfilment of the role.

More than one person will always be involved in the selection interview and recruitment process, and all will have had equal opportunities training. Where possible, women, minorities and people with disabilities will be involved in the shortlisting and interviewing processes.

Reasons for selection and rejection of applicants for vacancies will always be recorded and be available to candidates.

Positive Action

Underrepresented groups will be encouraged to apply for training and employment opportunities. Training will be provided where possible for such groups to prepare them to compete on equal terms for jobs and promotion. Recruitment to all jobs will be strictly on merit as always.

Efforts will be made to remove any unnecessary barriers and provide appropriate facilities and conditions to meet the needs of disadvantaged or underrepresented groups.

Personnel Records

To ensure the effectiveness of the equal opportunity policy (and for no other reason) a record will be kept of all employees' and job applicants' gender, racial origins and any disability.

Where necessary, employees will be able to correct their own record of these details. Otherwise, access to this information will be strictly restricted. Such records will be analysed regularly, and appropriate follow-up action taken.

Objectives of this Policy

The objectives of this policy are to:

- Ensure that no applicant or employee receives less favourable treatment than any other, and also to make sure they get the help needed to achieve their full potential.
- Achieve an ability-based workforce which is in line with the working population mix in the relevant labour market areas.
- Ensure that the business has access to the widest labour market and secures the best staff for its needs.

All staff are essential for the success of this policy. That said, responsibility for achieving the policy's objectives, and compliance with the relevant laws and best practise, lies with the directors. Anything done against the spirit or the laws on which this policy is based will be considered serious disciplinary matters, and may lead to dismissal.

We do not tolerate discrimination because of a protected characteristic, these are age, race, sex, gender reassignment, disability, sexual orientation, religion or belief, pregnancy or maternity and civil partnership or marriage. We also do not tolerate discrimination because of working patterns or trade union membership nor will we tolerate harassment or bullying on these or any other grounds.

Avoiding Discrimination

Our complete approach to anti-discriminatory practice is based on fairness and respect. All training is based on best practise and we take guidance from appropriate institutions and organisations to achieve this.

In any delegate feedback we look for evidence that people have been treated fairly and have not suffered from any inappropriate behaviour of the tutor or other delegates.

We use trainers who can empathise with and understand our delegates.

Diversity

"Diversity is not a choice; it is a fact. Valuing diversity means reaching beyond how a person looks or appears and putting value on their behaviour, ideas and perspectives." Dr Peter Honey; author and chartered psychologist

For us, equality is about managing differences so that everyone has equality of opportunity through a fair and consistent approach to the application of rules, policies and procedures.

For us, diversity is about understanding, recognising, respecting and valuing differences. We welcome a diverse workforce and trainer-base. We have staff and trainers from different backgrounds and with differing skills and perspectives. This is healthy and encouraged.

Diversity is an asset to organisations and there are proven links to better business performance. It is an integral part of how we do business and vital to our commercial success. We understand that our people need to reflect our clients. We also understand that building a diverse and inclusive workforce will result in improved service for our clients.

Valuing diversity helps to achieve dignity at work for all and is part of our zero tolerance to bullying or harassment of any kind.