


<b>Administration</b>	
Document Title  Equal opportunities and diversity Policy	
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## **Equal Opportunities and Diversity Policy**

Almerico Ltd is committed to eliminating discrimination and encouraging diversity amongst our workforce, customers, suppliers and job applicants. Each employee should feel respected and able to give of their best.

Our commitment

To create an environment in which individual differences and the contribution of all our staff are recognised and valued.

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying, harassment or victimisation will be tolerated.

Training, development and progression opportunities are available to all staff.

We will review all our employment practices and procedures to ensure fairness.

Almerico Ltd is committed to a continuing programme of action to make this policy effective and bring it to the attention of all employees.

We respect the dignity of all our customers and employees regardless of personal characteristics and differences.

Almerico Ltd will ensure that partners and staff abide by the content and spirit of this statement.

This Policy is in force across all aspects of our business including procurement of goods and services, recruitment, disciplinary actions and dealing with customers and end users of all our services.

This policy will be reviewed on an annual basis in line with business requirements.

## **Policy requirements**

The purpose of this policy is to provide equality and fairness for all and not to discriminate on the grounds of gender, marital status, race ethnic origin, colour, nationality, disability, sexual orientation, religion, age, HIV status, trade union activity and social background.

All employees, whether part time, full time or temporary will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

This policy is intended to ensure compliance with relevant current UK and European Legislative requirements and all subsequent amendments or updated frameworks.

Equal Pay Act 1970 (Equal Value amendment 1984)

Rehabilitation of Offenders Act 1974

Working Time Regulations 1998

Sex Discrimination Act 1975

Gender Reassignment Regulations 1999

Part time Workers (Prevention of Less Favourable Treatment) Regulations 2000

Race Relations Act 1976 Amended 2003

Disability Discrimination Act 2005

Employment Equality (Age) Regulations 2006

The Protection from Harassment Act 1997

Employment Equality (Religion and Belief) Regulations 2003

Employment Equality (Sexual Orientation) Regulations 2003

Individual responsibilities

Whilst the responsibility for ensuring there is no discrimination clearly rests with Senior Directors, the attitudes of all Company staff is crucial to the successful operation of fair employment practices. In particular all staff should: -

Ensure they understand this policy and are clear about its implications i.e. any breach of this Policy will be treated seriously and may lead to disciplinary action in line with Company procedures.

Ensuring they do not discriminate, harass, intimidate or bully in any matter of employment or service.

Ensuring they do not attempt to induce others to discriminate, harass, intimidate or bully any other individual or group or service user.

Take appropriate action if they consider this policy is being breached by any other individual and inform senior Management.

## Implementation

Almerico Ltd intend to implement this policy by the following:

It is a condition of employment

Management and employees understand and agree with this policy.

This policy forms part of company induction training.

Actively encourage staff and management to participate in anti discriminatory training and making time and resource available for such training.

Monitoring all our services to ensure that they are accessible to all sections of the community and that they do not discriminate.

## Monitoring and review

Almerico Ltd has clearly declared its commitment to establishing, developing, implementing and reviewing their policy on equality and diversity within our organisation.

Senior Directors with the support of all staff will continually monitor the effectiveness of their procedures and will take appropriate action to improve where required.

This Policy will be formally reviewed on an annual basis.

Paul Pearson  
Managing Director  
10 January 2014



Guy Neilson  
Managing Director  
10 January 2014

