

Monmouth Planning Ltd

MONMOUTH PLANNING LTD EQUAL OPPORTUNITIES AND DIVERSITY POLICY

General commitment

The company embraces diversity and encourages our employees to share their views and lifestyles, thereby broadening everyone's awareness of differences. We believe in fostering an environment of inclusion that encourages everyone to be successful. By valuing our differences we build upon our individual, team and company strengths. It is an approach that we believe benefits our people and our customers.

The company is committed to preventing discrimination and promoting equality and diversity.

All customers, members of the company (including managers, employees and temporary workers) will be treated equally regardless of their disability, gender, gender reassignment, marital status, race, racial group, colour, ethnic or national origin, nationality, religion or belief, sexual orientation, age, civil partnership status, pregnancy, maternity, paternity, part-time and/or fixed-term status.

The principle of equal treatment will also apply to the company's professional dealings with third parties including contractors, agency staff, consultants, suppliers, and customers.

The policy applies to arrangements for recruitment and selection, terms and conditions of employment including promotion, training and any other employment related activities.

What is discrimination?

Discrimination may be direct or indirect and may occur intentionally or unintentionally.

Generally, a person has been discriminated against if:

- they have been treated less favourably than another person on one or more of the grounds set out above; or
- they are subject to an unjustified provision, criterion or practice which puts them at a particular disadvantage because of, for instance, their sex or race; or
- they have a disability and reasonable steps have not been taken to meet their needs; or
- they have been subject to victimisation or harassment on one or more of the grounds set out above.

What is victimisation?

Someone is victimised where they suffer less favourable treatment because they have, in good faith, made a complaint under this policy, acted as a witness or accompanied a complainant to a hearing.

What is harassment?

Someone is harassed where they suffer any unwanted physical, verbal or non-verbal conduct which has the purpose or effect of violating the recipient's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Recruitment

The company will take such reasonable steps as appropriate to ensure that applications are encouraged from a diverse range of people regardless of their disability, gender, gender reassignment, marital status, race, racial group, colour, ethnic or national origin, nationality, religion or belief, sexual orientation, age, civil partnership status, pregnancy, maternity, paternity, part-time and/or fixed-term status.

Promotion and Career development

Promotion within the company will be based solely on merit.

The selection criteria and processes for recruitment and promotion will be kept under review to ensure that there is no discriminatory impact on any particular group.

Suppliers

Where the company uses the services of agencies, contractors and other third parties they shall where appropriate be asked to comply with the company's policy on equal opportunities and diversity.

Customers

Any person may attend the course and no individual will be refused based on disability, gender, gender reassignment, marital status, race, racial group, colour, ethnic or national origin, nationality, religion or belief, sexual orientation, age, civil partnership status, pregnancy, maternity, paternity, part-time and/or fixed-term status. Each and every customer will be treated equally and fairly.

Responsibilities

Everyone has a personal responsibility to observe and apply this policy. Action under the company's disciplinary policy will be taken against anyone who is found to have committed, authorised or condoned an act of discrimination.

The company will take such steps, and make such adjustments, as are reasonable in all the circumstances in order to prevent any of its employees, members, directors or customers who are disabled from being placed at a substantial disadvantage in comparison with those who are not disabled.

Compliance

The principles of equality and diversity are central to our ethos. This policy will be readily accessible to all members of the company in staff handbooks and provided to customers and third parties on request. All new joiners to the company will receive training on the policy as part of the induction process. Reminders of the policy will be discussed in team meetings and whenever the policy wording is updated following review. The policy wording will be reviewed annually.

Complaints of discrimination

Any employee who believes that discrimination is taking place should talk to Thomas O'Maoileoin in the first instance. The company will treat seriously, and will take action where appropriate, all complaints of discrimination or harassment on any of the forbidden grounds made by employees, customers or other third parties. All complaints will be investigated in accordance with the company's grievance or complaints procedure and the complainant will be informed of the outcome.

Monitoring and review

The policy will be monitored and reviewed in a manner proportionate to the size and nature of the company on a regular basis to measure its progress and judge its effectiveness. In particular, the company will, as appropriate, monitor and record:

- (a) The gender and ethnic composition of the workforce and partners as well as the number of disabled staff at different levels of the company.
- (b) The ethnicity, gender and disability of all applicants, short listed applicants and successful applicants for jobs;
- (c) The number and outcome of complaints of discrimination made by staff, customers and other third parties; and
- (d) the disciplinary action (if any) taken against employees by race, gender disability and age.

This information will be used to review the progress and impact of the policy. Any changes required will be made and implemented.

This policy will be communicated and amended and updated where necessary. Thomas O'Maoileoin is responsible for the operation of the policy.

Last Reviewed: January 2017