



Wales Best Guides Enterprises Ltd

Equality and Diversity Policy

Introduction

The purpose of this policy is to set out the commitment of the company to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics). We recognise that discrimination and victimisation is unacceptable and that it is in the interests of the Company and its associates and employees to utilise the skills of the total workforce. This policy does not form part of an employment contract, and we may update it at any time.

Our aim is that our workforce and associates will be truly representative of all sections of society and each employee or contractor feels respected and able to give of their best.

We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.

All employees, whether contracted, 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. All employees and associates will be helped and encouraged to develop their full potential and the talents and resources of the workforce and contractors will be fully utilised to maximise the efficiency of the organisation.

Our staff or contractors will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Company's goods and services.

This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

Our Commitment

- To create an environment in which individual differences and the contributions of all are recognised and valued.
- Everyone is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all.



- To promote equality in the workplace which we believe is good management practice and makes sound business sense.
- We will review all our employment and contracting practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by the Board of Directors.
- The policy will be monitored and reviewed annually.

Responsibilities of the Board of Directors

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Board. Directors / Managers will ensure that they, their staff and contractors operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- All staff are aware of the policy and the arrangements, and the reasons for the policy;
- Grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- Proper records are maintained.

A designated board member will be responsible for monitoring the operation of the policy in respect of employees, contractors, volunteers and job or role applicants.

Responsibilities of employees

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and contractors and the attitudes of staff and contractors are crucial to the successful operation of fair employment practices. In particular, all members of staff and contractors should:

- Comply with the policy and arrangements;
- Not discriminate in their day to day activities or induce others to do so;
- Not victimise, harass or intimidate other individuals or groups who have, or are perceived to have one of the protected characteristics.
- Ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- Inform their manager if they become aware of any discriminatory practice.



Third Parties

Third-party harassment occurs where a company employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. The company will not tolerate such actions against its staff or contractors, and the individual concerned should inform their contracting manager at once that this has occurred. We will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

Related Policies and Arrangements

All employment and contracting policies and arrangements have a bearing on equality of opportunity. The company policies will be reviewed regularly and any discriminatory elements removed.

Rights Of People with Disabilities

The company attaches particular importance to the needs of people with disabilities.

Under the terms of this policy, managers are required to:

- Make reasonable adjustment to maintain the services of an employee or contractor who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: managers are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);
- Include disabled people in training/development programmes;
- Give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

Equality Training

A series of regular briefing sessions will be held for staff and contractors on equality issues. These will be repeated as necessary. Equality information is also included in induction programmes.

Training will be provided for managers on this policy and the associated arrangements. All managers who have an involvement in the recruitment and selection process will receive specialist training.

Monitoring

- The company deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.
- There will also be regular assessments to measure the extent to which recruitment and contracting opportunities affect equal opportunities for all groups.



- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
- If monitoring shows that the company, or areas within it, are not representative, or that sections of our workforce are not progressing properly within the company, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, company policies and practices as well as consideration of taking legal Positive Action.

Grievances/Discipline

Employees and contractors have a right to pursue a complaint concerning discrimination or victimisation via the Board of Directors.

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the Company Disciplinary Procedure, to be adopted.

Policy adopted on:	01/08/2021
Next review on:	01/08/2022

Approved by the Directors at a meeting on 19th August 2021:

Christine Evans - Signed _____

Alison Hypher – Signed _____

Amanda Whitehead – Signed _____