



Equality and Diversity Policy

Always Consult Ltd is an Equal Opportunity Employer. As such it wishes to secure genuine equality of opportunity whether required by legislation or not, in all aspects of recruitment, employment, training, service delivery and relationships between business partners, clients, learners, Associates and others.

To this end, Always Consult Ltd will take every reasonable and practicable step to ensure that there is no unwarranted discrimination against employees, Associates or learners on account of their disability, gender, marital status, race, sexual orientation, criminal record, or other criteria.

Always Consult Ltd recognises that primary responsibility at law rests with the employer to ensure that there is no unlawful discrimination and promote equality of opportunity should be understood, supported by and implemented by all employees' learners and Associates.

Objectives

This policy aims to ensure that ...

1. The company has access to the widest labour market and is able to secure the best employees, learners, Associates for its needs
2. No applicant, learner, Associate or employee receives less favourable treatment; and, wherever possible, they are given the help they need to attain their full potential to the benefit of the company and themselves
3. No candidate for training receives less favourable treatment during selection
4. The company can achieve an ability-based workforce, which is in line with the working population mix in the relevant labour market areas.

Legal obligations

Always Consult Ltd recognises that it has a broader duty that is required by legislation, and the company's Equal Opportunities Policy is not limited to the demands of relevant legislation. But for avoidance of doubt, these are the principal sources we have used as the basis for the Policy:

Sex discrimination: The Sex Discrimination Act 1975 (as amended) makes it unlawful to discriminate, directly or indirectly, on the grounds of sex or marriage. It is also unlawful to instruct or bring pressure to bear on others to discriminate.

Training and Career Development

Specific steps will be taken to ensure that all employees, learners, Associates have the same opportunity to develop their full potential within the organisation. The company recognises that this may in some cases require positive action.

Working Practices

Subject to due regard for the company's operational practices, the company will ensure that there is no discrimination against anyone appointed to a job ...

- In terms and conditions of service
- In induction arrangements
- In occupational pensions.

The company recognises that the physical working environment at Always Consult Ltd's current offices would prevent people with some types of disability from taking up positions for which they are otherwise qualified. Always Consult Ltd will always use its best endeavours to overcome such drawbacks.

Enforcement

Always Consult Ltd will take whatever steps are necessary to enforce the policy, including appropriate disciplinary mechanisms when necessary. Any director, employee, Associate, learner or trainee who considers that he or she is suffering from unequal treatment on any grounds may implement the company's Disciplinary and Grievance Procedures as set out in the Conditions of Service.

Learners

Always Consult Ltd will use its best endeavours to ensure that no prospective learner is discriminated against. In particular, Always Consult Ltd will ensure that all employers are aware of the relevant legislation relating to workplace discrimination: and that employers appreciate the availability of equal opportunities initiatives such as flexible working patterns and grant-aided workplace modifications. Always Consult Ltd will also use its best endeavours to ensure that employers have in place equal opportunity policies that are at least the equivalent of Always Consult's training.

Monitoring

In order to ensure the effective operation of the Equal Opportunity Policy (and for no other purpose), the company will seek information from all applicants for employment, learners, Associates and from trainee candidates. This information will be gathered for statistical purposes only; it will be treated as confidential and where possible it will be provided voluntarily by individuals categorising themselves rather than by others categorising them. All this will be explained at the time when monitoring information is being sought.

The Policy will be reviewed not less than once per annum by the Directorate. The Equality and Diversity Committee will meet bi-annually to review performance, analyse data, and identification of any areas or issues that require amendments, making recommendations to the Directorate. Where necessary, employees, learners, Associates will be able to check/correct their own record of these details. Otherwise, access to this information will be strictly restricted.

Responsibilities

The Senior Management Team is responsible for overseeing implementation of the Equal Opportunity Strategy, amending the strategy and the Equal Opportunities Policy as required and securing compliance with the Policy.

The Equal Opportunities Coordinator is responsible for ...

- Monitoring relevant legislation and publicising new information to staff, learners, Associates and others
- Ensuring that staff, learners, Associates are trained in the application of equal opportunities and diversity law and policies
- Preparing and delivering relevant training to staff and others
- Reporting on Equal Opportunities Legislation and training to the management meeting
- Distributing a model Equal Opportunities Policy to any employers, learners, Associates who request it
- Collecting and collating data on referrals in respect of Equal Opportunities issues (gender, disability, ethnic origin) and providing a summary to the management Meeting
- Attending relevant external courses and seminars in support of this role

All staff, learners, Associates are responsible for ensuring that this Policy is embedded in their duties and functions. This includes attending relevant training courses and ensuring that the operation of their duties conforms to and promotes the Policy. All staff, learners, Associates will champion Equal Opportunities as a matter of course. Staff involved with learners will additionally verify their candidates' awareness of Equal Opportunities, discuss instances of possible discrimination with candidates, and if necessary take appropriate action to help remedy the problem.