

# → Equality, Diversity and Inclusivity Policy



## Introduction

We value people as individuals with diverse opinions, cultures, lifestyles, and circumstances. As an equal opportunities' employer, we are committed to equality of opportunity, and to providing a service, and practices, which are free from unfair and unlawful discrimination.

All staff are covered by this policy, and it applies to all areas of employment including recruitment, selection, training, deployment, career development and promotion. These areas are monitored, and policies and practices are amended, if necessary, to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct, or indirect, overt or latent exists. All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals at the Møller Institute as it seeks to develop the skills and abilities of its people. All individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the organisation.

## Purpose

The aim of this policy is to ensure that no member of staff, applicant, customer, or supplier receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant, in line with the Equality Act 2010. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

All employees, workers, or self-employed contractors 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. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Company.

We want to create a work environment which acknowledges and values the individual person with their own experiences and contributions.



## Our commitment as an employer

The Managing Director has particular responsibility for implementing and monitoring the equality and diversity policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

The Møller Institute is committed to:

- ♦ creating an environment in which individual differences, and the contributions of our team are recognised and valued
- ♦ entitling every employee, worker or self-employed contractor to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- ♦ providing training, development and progression opportunities to all staff and selecting those for employment, promotion, training, or any other benefit, purely on the basis of aptitude and ability
- ♦ encouraging all staff to come forward with any issues they need our assistance and understanding with, no matter their background, identity, or circumstances
- ♦ treating breaches of our equality and diversity policy as misconduct which could lead to disciplinary proceedings
- ♦ understanding equality in the workplace is good management practice and makes sound business sense
- ♦ reviewing all our employment practices and procedures to ensure fairness.

## Our commitment as a service provider

The Møller Institute is committed to:

- ♦ providing services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, an offending past, caring responsibilities, or social class
- ♦ making sure our services are delivered equally and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients
- ♦ ensuring senior management fully support this policy and that agreement has been reached with employee representatives
- ♦ having clear procedures that enable our clients, candidates for jobs and employees to raise a grievance, or make a complaint if they feel they have been unfairly treated
- ♦ monitoring and reviewing this policy annually.

## Equal opportunity policy statements

We will ensure that people:

- ♦ of all ages
- ♦ with visible or hidden disabilities
- ♦ of all races, colour, and nationalities
- ♦ of any sex and sexual orientation
- ♦ of any religion or belief
- ♦ who are pregnant or on maternity, paternity, shared parental or adoption leave
- ♦ who are single, married, or, in civil partnerships
- ♦ who are ex-offenders,



are:

- ◆ treated with respect and dignity; and,
- ◆ are given equal access to our employment, training, development, and promotion opportunities.

We will challenge discriminatory assumptions, stereo types, and unconscious bias about:

- ◆ younger and older people
- ◆ those with disabilities
- ◆ those of different race, colour, nationality, religion, or belief
- ◆ men and women
- ◆ heterosexual, bisexual, homosexual, asexual, lesbian, gay and pansexual individuals, and relationships
- ◆ individuals who are pregnant, or, on maternity, paternity, shared parental, or adoption leave
- ◆ those who are married, single, or, in civil partnerships
- ◆ individuals who have served spent prison sentences.

We will provide support and reasonable adjustments to:

- ◆ disabled people to ensure they have access to our services and employment opportunities
- ◆ women experiencing the menopause
- ◆ transsexual people who are going through the identification process, have, or who are about to undergo gender reassignment
- ◆ ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible
- ◆ those who are pregnant, have experienced a miscarriage or still birth
- ◆ individuals with caring responsibilities, including childcare and eldercare.

We will take positive action to redress the negative effects of discrimination on all groups through:

- ◆ improving access to information by ensuring the availability of loop systems, braille facilities, alternative formatting, and sign language interpretation,
- ◆ providing training to improve the understanding of this policy and the effects of discriminatory assumptions, stereo types, and unconscious bias
- ◆ promoting positive images of all groups in society.

We will respond swiftly and sensitively to all incidents both from colleagues and external parties which breach our policy and commitment to equal opportunities.

We will ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

## Unconscious bias

The Company recognises the dangers of unconscious bias arising at work, which is where an opinion is formed on an individual without them necessarily being aware they have formed it.



There are many different forms of unconscious bias, ranging from an affinity towards those of a similar background to placing too much significance on what has been identified as a negative trait.

The organisation will work against forms of unconscious bias in all decisions taken for employment, including recruitment, promotion, and training opportunities, with a focus on promoting diversity and inclusion.

In particular, we will implement the following:

- ◆ ask all staff to complete unconscious bias training for employees
- ◆ ask all managers to complete unconscious bias training for managers
- ◆ ask all applicants to complete a standard recruitment application form to ensure we operate a fair process, using consistent information
- ◆ always interview in pairs, involving others in the process where appropriate.