

Equality, Diversity and Inclusion Policy

Introduction

RHG Consult Ltd (RHG) is committed to providing and supporting equal opportunities for all employees, job applicants, learners and associates regardless of any of the following Protected Characteristics and other criteria that cannot be shown to be properly justifiable:-

- Shared and multiple identities
- Age
- Gender
- Gender reassignment and transgender
- Marriage and civil partnerships
- Disability
- Nationality
- Race or ethnic origin
- Pregnancy and parental responsibilities
- Religion and belief
- Sexuality
- Dependent and caring responsibilities
- Trade union membership

RHG promotes best practice by ensuring that all possible steps are taken to achieve equality of opportunity by removing discrimination and prejudice whether direct or indirect. The aim is always to maintain a professional environment of safety, dignity and mutual respect.

RHG treats any complaints under this Policy as very serious. They will be dealt with through our disciplinary procedures.

RHG supports this Policy by:

- Ensuring that the aims of the Policy are known and understood by all employees and associates
- Maintaining full access to the Policy for all employees, associates, partners and learners
- Promoting awareness of the Policy for all job applicants and learners
- Ensuring that support, guidance and training is available to all levels of the organisation to support this Policy
- Complying with the requirements of the Equality Act 2010
- Complying with the requirements of the supportive Acts shown at Annex A

How we will use this Policy

The EDI Policy must be used as an integral part of the working environment. It will be integrated with all other relevant policies and the core values of RHG, which include offering significant employment opportunities and supporting development and retention through;

- Valuing our staff, associates, partners and learners
- Communicating clearly, openly and promptly
- Promoting EDI and treating everyone with fairness and respect

Every effort must be made to ensure that any breach is dealt with in a prompt and appropriate manner. RHG Consult Ltd seeks to implement consistent policies throughout the organisation by listening to suggestions and ideas raised by any member of staff, associate or learner in the consultation process.

Employment terms and benefits

Terms of employment will be such that they do not unlawfully discriminate against any group or individual.

Harassment

Everyone is entitled to work in an environment without harassment, victimisation, or bullying for any reason as defined in the Harassment and Bullying Policy. RHG Consult Ltd believes that harassment and bullying are harmful to employees, associates, partners, learners and the organisation as a whole.

Harassment in all forms is considered to be a totally unacceptable form of behaviour and is a serious offence that is both insulting and demeaning to the recipient and detrimental to the workplace.

Disciplinary

Any conduct which breaches the spirit of the Policy will be considered a serious matter and may be dealt with under the disciplinary procedures.

Dismissal and Redundancy

We will not discriminate in any way during disciplinary and redundancy procedures.

Advertising, Recruitment and Selection

RHG Consult Ltd is committed to promoting equality and diversity throughout its recruitment process. Employees are a valuable resource and methods of selection must always be fair, systematic and consistent. The recruitment and selection protocol aims to achieve this through its advertising and selection processes, which ensure that decisions relating to these issues will be based solely on objective and job-related criteria.

Internal applicants will always be considered and external advertising will be in appropriate local and national media in order to reach all sections of the community and encourage suitable applicants to apply.

If a person with a disability meets the person specification, they will be interviewed.

Only staff who have been trained in recruitment and selection will be permitted to be involved in the interview process.

An Appeals process is available for people who believe they have been discriminated against during the recruitment and selection process.

Training and Development

RHG Consult Ltd will design, deliver and evaluate training programmes which seek to ensure that this Policy is fully understood and implemented. We will promote equality of access to all training and development activities. All staff will participate in annual equality of opportunity training and this will be recorded in staff continuous development files.

Promotion and Advertising

RHG Consult Ltd is committed to ensuring all internal and external promotional and advertising material promote equal opportunity and allow access to information for all.

Advancement, Regrading and Promotion

RHG Consult Ltd is committed to achieving equality of opportunity for all staff in career development and promotion.

Opportunities for advancement and promotion will be available equally to all members of staff. Policies and procedures, including monitoring, will ensure that the criteria used are fair and open.

All staff involved in selection for advancement and promotion will receive equal opportunities awareness training in order to help them reach objective judgements. A minimum of two people must comprise a selection panel and one member must have undertaken equal opportunities training.

Equality Impact Assessment

Prior to the implementation of any new policy, procedure or service we will complete an Equality Impact Assessment. This will ensure that all aspects of equality of opportunity have been considered prior to implementation. We will review our Equality Impact Assessments regularly.

Delivery of Training

The following guidelines are to be followed for the design and delivery of training

- All training material, including workbooks, PowerPoint presentations, handouts and other training resources must be checked and evaluated to ensure no one is discriminated against by their use or content prior to publication
- Venue and learning audits must be completed prior to training commencement
- All learners must receive an equality of opportunity brief as part of their induction which includes a copy of this Policy and the complaints procedure
- All tutors must be suitably qualified to deliver the training and must have attended equality of opportunity training which has been recorded in their CPD folder
- All learners are to be given the opportunity to declare in confidence any disabilities or additional learning support they require and RHG Consult will make every effort to ensure their individual needs are met
- Feedback on equality of opportunity will be sought from all learners and the tutor on completion of the training.

- Observations of teaching and learning should include comments on the tutor's management of equality of opportunity

Implementation, Communication and Awareness Training

RHG Consult Ltd seeks to ensure that, so far as is reasonably practicable, employees, associates, partners, learners and applicants for employment are informed of the Equal Opportunities Policy and, as appropriate, any associated procedures. A copy of the Policy will be included in all Job Application Packs, and attention drawn to it at induction courses for new staff and in management training. All learners will receive a copy of our Equality Opportunities Policy at induction or registration and tutors and support staff will take responsibility for ensuring that no learner is disadvantaged during their stay with us.

The Policy will be communicated by all available means throughout the organisation and will remain easily accessible at all times as a source of information.

Implementing equal opportunities for staff is a continuing process that needs to be kept under constant review. The process involves;

- Evaluating and reviewing our working practises, policies and procedures
- Seeking feedback from staff, associates, partners, learners and job applicants
- Establishing procedures and updating policies in accordance with new legislation
- Creating good practice within the RHG Consult Ltd
- Setting monitoring targets and objectives to ensure the momentum of implementation is maintained and the programme of equal opportunities is effectively followed

Responsibilities

Aims of RHG Consult Ltd

RHG Consult Ltd aims to:

- Take positive action to ensure that its services are equally available, accessible and relevant to all groups and individuals;
- Redress any potentially discriminatory imbalances in its service provision or employment practices;
- Encourage feedback and criticism of its services by those who use them in order to remedy any inconsistencies.

RHG Consult Ltd will provide equal opportunities advice, assistance and training for all wherever necessary.

Employees' responsibilities

The Policy needs to be backed by a real commitment by everyone at RHG Consult Ltd. All staff will be given a copy of the Policy and have a responsibility to accept their personal involvement in its practical application. Any incidents of discrimination within the organisation will be dealt with as part of the disciplinary procedure.

All employees have an individual responsibility:

- Not to discriminate against colleagues or others that they may come into contact with during the course of their employment;
- To challenge discrimination or unfair treatment, contacting their Line Manager or Senior Management Team where necessary;
- To participate in any training courses provided by the RHG Consult Ltd which support the consistent implementation of the Policy.
- To familiarise themselves with the Policy and co-operate in its implementation and monitoring.

Management responsibilities

Lee Patterson, Managing Director has overall responsibility for ensuring the intentions of this Policy are implemented throughout the organisation. All other senior managers take responsibility for ensuring their staff are aware of the Policy, its intentions and supporting policies and procedures.

This Policy will be reviewed annually or whenever changes in legislation requires; Senior managers will take responsibility for communicating changes to all staff.

Review and Monitoring of the Equal Opportunities Policy

It is vital that the Policy remains constantly under review so that its effectiveness can be measured once it has been communicated and implemented throughout the organisation.

The RHG Consult Ltd will regularly monitor information received from job applicants, staff, associates, learners and partners with regard to recruitment, training, development and promotion to provide statistical and other reports to show how the Policy is being implemented. The monitoring process will provide data to evaluate how far the aims of the RHG Consult Ltd are being achieved while also providing information on formulating new goals.

Staff involved in the recruitment and advancement programmes will also be monitored in order to ensure that the principles of equal opportunity continue to be applied by them throughout the process.

Supporting Documentation and Forms

The Equal Opportunity Monitoring form must be included in all recruitment packs sent out to applicants.

Use of information

By compiling information obtained from the Equal Opportunities Monitoring form used during the recruitment process, RHG Consult Ltd can monitor adherence to the Policy subject to the obligations of the Data Protection Act 1998 which state that all personal data must be used solely for the purpose for which it was requested and must remain confidential.

Complaints

Any complaint regarding conduct, which is contrary to this Policy, should initially be made to the line manager or Senior Management Team.

Line Managers are responsible for dealing with initial complaints from staff, associates and partners with regard to this Policy. If a complainant does not feel that the matter has been dealt with in a satisfactory manner, they may refer the matter to any member of the Senior Management Team. In this way, it may be possible to resolve complaints informally. However, an employee's breach of the terms of this Policy, including victimising those who have taken proceedings under it, may be grounds for disciplinary action up to and including dismissal.

If an applicant wishes to complain about the RHG Consult Ltd's recruitment and selection procedures in general or the application process for a specific post, they should write to the Human Resources Manager who will arrange for the matter to be investigated and for the complainant to receive a written response, including a summary of any action taken.

Any action taken under the complaints procedures is without prejudice to any statutory right to complain to an Employment Tribunal or other appropriate statutory body or to involve the Commission for Racial Equality, Equal Opportunities Commission, Disability Rights Commission or any other appropriate external body.

General advice on appropriate remedies should be sought from the Human Resources Department. RHG Consult Ltd encourages the use of internal mechanisms to resolve issues that may arise in order to avoid the need to go to outside agencies.

The RHG Consult Ltd will do its utmost to protect staff who make a complaint under these procedures from victimisation.

Legislative Framework - Annex

The RHG Consult Ltd recognises its legal obligations under the following Acts and their amendments and strives to ensure compliance at all times. RHG Consult Ltd seeks to develop policies that comply with current and planned legislation, ensuring that its values and purposes are maintained whilst also sustaining and promoting diversity.

The Equality Act 2010

The right to protection of all with regard to the 9 characteristics.

Trade Union and Labour Relations Act 1992

Discrimination in the knowledge of membership or non-membership of a trade union is unlawful.

Asylum and Immigration Act 1996

All persons offered employment must supply documentary proof of their immigration status.

Rehabilitation of Offenders Act 1974

The RHG CONSULT LTD is an excepted employer for the purposes of this Act and therefore the rules on spent convictions do not apply.

This document is a policy document only and does not form part of the employees' contracts of employment or confer any contractual obligations on the RHG Consult Ltd. It is not a complete Policy of the law and RHG Consult Ltd may on prior notice amend this policy.

(This policy can be provided in large print or on audio if required)