



Equality & Diversity Policy

Introduction

ACP Training & Development is committed to placing equality, diversity and fairness at the heart of our values, policies and everyday practices of our employees and Associates.

We recognise that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's position on equal opportunity in all aspects of employment, including recruitment and promotion, giving guidance and encouragement to employees and Associates at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, part-time and fixed term contract status, age, sexual orientation or religion.

Statement of policy

- a. It is the company's policy to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.
- b. The organisation recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests. ACP Training & Development recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.
- c. The application of recruitment, training, and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits. (d) All employees of the organisation will be made aware of the provisions of this policy.

Recruitment and promotion

- a. Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- b. Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.
- c. All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- d. All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

Employment

- a. We will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.
- b. ACP Training & Development will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.
- c. All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

Training

- a. Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- b. All employees will be encouraged to discuss their career prospects and training needs with the Director, Anita Pemberton.

Grievances and victimisation

- a. ACP Training & Development emphasise that discrimination is unacceptable conduct which may lead to disciplinary action and/or termination of contract.
- b. Any complaints of discrimination will be fully investigated.

Bullying and harassment

ACP Training & Development is committed to creating and maintaining working environments that are free from bullying and harassment, where everyone treats each other with dignity and respect, so people are able to achieve of their best.

- a. In general terms, bullying and harassment refers to unwanted behaviours that make someone feel intimidated, degraded, humiliated or offended. It can be between two individuals or may involve groups of people and includes behaviour that employees may find offensive even if not directed at them personally. Bullying and harassment can occur in written communications, visual images, by phone, mail and social media as well as face to face actions. Inappropriate banter will not be tolerated.
- b. Managing performance by giving feedback constructively, asking people to undertake their responsibilities or carry out another reasonable task, or taking appropriate action under the relevant employment policies is not bullying or harassment, but conversations about performance will be consistent with the general requirement that we all treat each other with dignity and respect. Behaviour which is not in accordance with these principles is unacceptable.
- c. We will not tolerate intimidation, victimisation or unfair discrimination against any employee or Associate who works on the company's behalf.

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