

# Our Policy On Equality and Diversity

Splitz Support Service is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The charity is also committed against unlawful discrimination of customers or the public.

The Senior Management Team is responsible for implementing the policy.

All employees share responsibility for equality monitoring and performance.

The policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time;
2. not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation;
3. Oppose and avoid all forms of unlawful discrimination: this includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

The organisation commits to:

1. Encourage equality and diversity in the workplace as they are good practice and make business sense;
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued;
3. Ensuring all staff and volunteers 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;
4. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities;
5. Make opportunities for training, development and progress available to all staff and volunteers, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation;
6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law;
7. Monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy.

Details of the charity's grievance and disciplinary policies and procedures can be found in the HR Manual. Use of the charity's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

A handwritten signature in black ink, appearing to read 'Ann Cornelius', with a horizontal line extending to the right.

Ann Cornelius  
Chair  
March 2020