



## **Aircover - Equality and Diversity Policy**

*Aircover* recognises and values people's differences and will assist them to use their talents to reach their full potential.

The organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation.

This policy is designed to ensure that *Aircover* complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.

*Aircover* is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).

Using fair and objective employment practices, the organisation aims to ensure that

- All employees and potential employees are treated fairly and with respect at all stages of their employment.
- All employees (volunteers/service users) have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other employees or by people (third parties) who are not employees of *Aircover*, such as customers or clients.
- All employees (volunteers/service users) have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- All employees (volunteers/service users) have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

The policy applies to Job applicants, employees, Agency temps.

The policy applies to all stages of employment including recruitment and selection, promotion and training.

As an organisation, we value the variety of different views, outlooks and approaches that a diverse workforce bring. This assists us to provide improved services and increase our understanding of our service users/clients.

We will do all we can to ensure no one will receive less favourable treatment or is to be disadvantaged by requirements or conditions, which cannot be shown to be justifiable.



Employees and volunteers of *Aircover* have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with Miss Penny Irvin

### **Breaches of the Equality and Diversity Policy by employees**

Breaches of this policy by employees may be dealt with your position as an employee or volunteer being jeopardised should you not follow the policy.

Employees, volunteers and trustees are also personally liable under equality legislation for any act of unlawful discrimination.

In carrying out the policy, the organisation will carry out the following actions:

- Use of selection criteria that does not unlawfully discriminate in recruitment and promotion procedures
- Not discriminating in opportunities for recruitment, training, promotion or transfer of employee

Employees who feel that they have suffered any form of discrimination should raise the issue through the following means: Speaking and informing company director Penny Irvin.

- Service users who feel that they have suffered any form of discrimination should raise this with Line Manager who will in turn inform company director.
- Employees should also use this approach if they feel that they been the subject of harassment from someone who is not an employee of *Aircover*. *Aircover* will not tolerate any harassment from third parties towards its employees & service users and will take appropriate action to prevent it happening again.
- If an employee or service user witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them they should also use this procedure.

This policy will be reviewed every two years by company director to ensure that it remains up to date and reflects the needs and practices of the organisation.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered



Reviewed on 15<sup>th</sup> August 2014

Reviewed by Penny Irvin