

Policy Document

**Four Business Solutions
Ltd**

Equality & Diversity Policy

FOUR
BUSINESS
SOLUTIONS

4.

www.four.co.uk



Equality and Diversity Policy

1. Vision

Four is committed to creating a culture in which diversity and equality of opportunity are promoted actively and in which unlawful discrimination is not tolerated. Four recognises the real educational and business benefits of having a diverse community of employees and to this end, is working towards building and maintaining an environment which values diversity.

2. Policy Statement

Four believes in the principles of social justice, acknowledges that discrimination affects people in complex ways and is committed to challenge all forms of inequality. To this end, Four will aim to ensure that:

- individuals are treated fairly, with dignity and respect regardless of their age, marital status, disability, race, faith, gender, language, social/ economical background or being lesbian or gay and any other inappropriate distinction;
- it affords all individuals and employees the opportunity to fulfil their potential;
- it promotes an inclusive and supportive environment for employees, clients and visitors;
- it recognises the varied contributions to the achievements of Four made by individuals from diverse backgrounds and with a wide range of experiences

3. Scope of the Policy

This policy applies to all employees together with those contracted to work at or for Four. This includes those with honorary contracts or 'Visitor' status.

4. Aims of the Policy and underpinning principles

The aim of this policy is to ensure that in carrying out its activities Four will have due regard to:

- **promoting equality of opportunity**, across all the activities of Four
- **promoting good relations** between people of a diverse background
- **eliminating unlawful discrimination**

This policy is guided by the following principles, that:

- all employees and visitors should enjoy a safe environment free from discrimination and harassment/bullying
- all employees should have equal access to quality services that are made available by Four and its partners
- all employees should have equal access to opportunities for personal, professional or academic development and career, progression and promotion opportunities
- all employees should be able to participate fully in the work and life of Four community and celebrate its diversity
- employees at Four should reflect the diversity of talent, experience and skills from the local, national and international pool from which it draws its workforce
- positive action initiatives continue to be used to redress inequalities and discriminatory practice
- all relevant stakeholders, including employees, have the right to be consulted about Four's policy, procedures and practices and are encouraged to contribute to the decision making processes of Four.

5. Implementation of the Policy

The successful implementation of all strands of this policy relies on the mainstreaming of equality and diversity issues within the strategic planning process. This will be achieved through the implementation of Corporate Action Plans, which in turn, will be supported by area action plans for each department, which will be the subject of continual consultation.

6. Breach of the Policy

Four will take seriously any instances of non-adherence to the Equality and Diversity policy by employees or visitors. Any instances of non-adherence will be investigated and where appropriate will be considered under the relevant disciplinary policy for employees. With regard to any breach of the policy by visitors, Four will take appropriate action in relation to the nature of the incident.

8. Monitoring and Review

Four will seek to assess the impact of its policies on employees to ensure that real improvements are being made in tackling discrimination and promoting diversity.

Four will share information on its achievements and areas for further improvement, by making public the results of the impact assessments, the hard data obtained and the actions taken to address the issues identified.

The policy will be reviewed every two years.

9. Relevant Legislation

Four will implement its Equality and Diversity Policy in accordance with current legislation and codes of practice including:

- EU Anti-Discrimination Directives (which currently include the Race Relations Act 1976 (Amendment) Regulations 2003, Religion and Belief Regulation 2003 and Sexual Orientation Regulation 2003)
- Special Educational Needs and Disability Rights in Education Act 2001
- Race Relations Amendment Act 2000
- Human Rights Act 1998
- Disability Discrimination Act 1995
- Race Relations Act 1976
- Sex Discrimination Act 1975
- Equal Pay Act 1970 and Amendment 1983