



Equality and Diversity Policy

May 2009


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Review of Policy Document

First copy: October 2008

Signed and Approved by Doug Cresswell, Chief Executive


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Date...October 2008

Reviewed/Updated

| Date | Comments | Print | Sign |
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| May 2009 | | J Hutton | |
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1. Policy on Equalities

1.1 Pure Innovations recognises the business case for ensuring equality of opportunity and embracing diversity. The benefits of doing so include the following:-

- by seeking to reflect the diversity of the community it serves, the organisation is better placed to understand customer needs and therefore more likely to retain and attract customers
- through seeking to attract applicants from a diverse community base, Pure will be selecting from a larger labour pool, enabling the best person for each job to be appointed

1.2 Pure Innovations aims to be an equal opportunity employer, to comply with current legislation and to establish a workforce which reflects the diversity of the wider community in which we work. We seek to be an employer of choice for people from different backgrounds and with different experiences coming together to combine a variety of activities and working patterns to provide a customer centred service. We aim to identify and remove practices which may result in direct or indirect discrimination.

1.3 Pure Innovations recognises that certain groups in society experience discrimination and disadvantage and we seek to combat less favourable treatment, prejudice, stereotyping, and discrimination based on the following grounds:-

- race, colour, ethnic origin or nationality
- gender or gender reassignment
- disability
- religion or belief
- marital or family status
- sexuality or sexual orientation
- age
- physical appearance
- illness, such as HIV, AIDS or Cancer

We recognise that this list is not exhaustive and will be regularly reviewed.

2 Scope of the Policy

2.1 This policy relates specifically to the recruitment, employment and training of employees, casual workers and volunteers.

- 2.2 All employees are required to uphold and promote this policy and to attend associated training. Employees are expected and encouraged to challenge and combat discrimination in all its formats.
- 2.3 All managers and supervisors are responsible for ensuring the policy is fully implemented and adhered to at all times.

3 Recruitment and Retention

- 3.1 The Human Resource Team will monitor the workforce, new starters and leavers, to track our progress in establishing a diverse workforce. This information will be reported to the Board on a regular basis and will be communicated to the Staff Consultation Forum and to employees.
- 3.2 We will regularly review our recruitment and selection procedure and practices to identify and remove barriers to the establishment of a diverse workforce and to attract applicants in areas of under-representation.
- 3.3 We will develop links with community groups to reach a wider pool of potential recruits and will consider the need to attract applicants from the local communities in which we work when determining the advertising strategy for vacancies.
- 3.4 Full and fair consideration will be given to applications for employment made by disabled people and, where necessary reasonable adjustments will be made.
- 3.5 A commitment to equal opportunities is required by all employees and will be part of the assessment criteria on appointment.

4 Working Arrangements

- 4.1 We will develop a range of flexible working and leave arrangements to meet business needs and to meet the needs of employees balancing work and non-work responsibilities.
- 4.2 Subject to the operational requirements of the business, we will seek to ensure equality is a key feature in the design of jobs and establishment of work patterns.

5 Pay and Benefits

- 5.1 We will implement a fair pay and reward system, which recognises the quality of output and the performance of individuals.

6 Training and Development

- 6.1 We will provide training and development opportunities for all employees in order to improve their awareness of the business and the practical implications of diversity and equality of opportunity. All employees are required to attend this training and subsequent refreshers.
- 6.2 We will ensure that all employees have opportunities for regular training and development and we will monitor uptake.

7 Policies and Practices

- 7.1 We will seek to ensure that our policies and practices promote equality of opportunity and recognise and provide for the diversity of employees.
- 7.2 Any employee who harasses any other employee will be managed under the organisation's Dignity at Work Policy and Procedure. In serious cases, this behaviour will be deemed to constitute gross misconduct and as such may result in penalties including dismissal.

8 Monitoring and Evaluation

- 8.1 We will monitor our progress in achieving equality of opportunity and embracing diversity and will communicate our progress to employees through written and verbal information.
- 8.2 We will monitor the recruitment, reward, management, development, and departure of employees to identify performance under-representation and possible discrimination.
- 8.3 We will establish key performance indicators and benchmark our performance to measure the success of current policy and to inform future policy.

9 Information and Support

- 9.1 Information about equality of opportunity and diversity is included in the induction of all new starters at Pure Innovations.
- 9.2 Employees will be encouraged to feedback information about equality and diversity practices and Pure Innovations will use this to drive improvements.

- 9.3 We will actively seek opportunities to promote equality and diversity issues within Pure Innovations and in the external environment in which we operate.
- 9.4 We will communicate our Equality and Diversity Policy to organisations we work with and a commitment to equal opportunity and diversity will be part of the specification for work we send to prospective partners, consultants and sub-contractors.
- 9.5 We will seek and maintain accreditation from external bodies who verify compliance with best practice.

10 Environment/Organisational Culture

- 10.1 We will incorporate improvements into our buildings maintenance and refurbishment programmes to ensure premises and services can be used by employees with mobility/sensory impairments in compliance with the requirements of the Disability Discrimination Act. All new premises will meet the requirements of the Act.
- 10.2 We will foster an organisational culture, which promotes equality of opportunity and encourages employees to embrace diversity. We will strive to create working environments where all are treated fairly and with respect and where differences are accepted and valued.