

Focus Consultants: Equality of Opportunity and Diversity Policy

Focus Consultants 2010 LLP is committed to applying positive action and promoting best employment equality practice in its efforts to eliminate discrimination and create working environments where all are treated fairly, with respect and in accordance with their human rights.

Focus will take action to ensure that anyone who works for the company, or who applies for a job with the company will not be treated less favourably than anyone else because, for example, of their colour, race, ethnic or national origin, religion, gender, responsibility for dependants, disability, age, marital status, sexuality, trade union activity or working hours.

This statement is applicable to all policies and practices associated with the company's role as an employer. Most particularly it applies to recruitment and selection, employee training and development and promotion. This statement also applies to the company's role as a service provider.

The company recognises that individuals or groups who face discrimination on the grounds of more than one of the above characteristics can potentially experience greater disadvantage.

Our Equality of Opportunity Policy is included in the Induction Manual which is handed to every member of staff for their retention on commencement of their employment with the company. A copy of the Policy is also displayed in common areas throughout the company's premises.

Equality of opportunity is part of the company ethos and is actively encouraged at all times.

In implementing our Equality of Opportunity Policy, Focus Consultants 2010 LLP undertakes to comply with the following:

- Race Relations Act 1976 and the Race Relations (Amendment) Act 2000.
- Sex Discrimination Act 1975, as amended, by the Employment Act 1986 and the Sex Discrimination (Gender Re-assignment) Regulations 1999 and the Equal Pay Act 1970.
- Disability Discrimination Act 1995.
- The Rehabilitation of Offenders Act 1974;
- The Local Government Act 1988 and 1999;
- Employment Equality (Religion or Belief and Sexual Orientation) Regulations 2003.
- International Labour Organisation's 8 Core Conventions.

Diversity Statement

At Focus Consultants 2010 LLP we embrace and actively promote diversity in the workplace. We have both a legal and moral duty to create a greater understanding of a diverse workforce in all aspects of our operation. We will not accept any unlawful or unfair discrimination on the grounds of age, race, ethnicity, gender, sexual orientation, disability, religion or belief.

As a result of this approach, we are able to supply our clients with an honest and fair representation of the diverse society in which we live.

Why Have a Policy?

Focus Consultants believes that:

- all people should have an equal chance to apply for and be considered for jobs
- some people miss out on job opportunities because of their background
- some people have the wrong ideas about what other people can or cannot do
- some people require more support to compete equally with others
- harassing or discriminatory behaviour is not acceptable
- people's differences should be valued and made the most of
- clients of the company are best served by a workforce that reflects the local community.

Employer' Responsibilities:

As an employer Focus Consultants aim to achieve equality of opportunity in its employment by undertaking to:

- comply fully with and implement legal requirements set out in relevant legislation and guidance provided in Codes of Practice
- create working environments that promote fair and equal opportunities
- plan, implement and monitor the equal opportunities policy
- ensure all employees know about the policy, and that any incidents of victimisation, discrimination and harassment are disciplinary offences within the company
- provide training and guidance to all employees to make sure they understand their duties under the law and under the policy
- implement and regularly review employment procedures and change them where they are found to be actually or potentially discriminatory
- implement the policy in recruitment practices, including press advertisements and specialist recruitment agencies, and monitor the numbers of job applicants from different ethnic and gender groups
- monitor the existing workforce and job applications to see if the policy is working and addressing under-representation
- make sure that all information relevant to the policy is publicly available
- take disciplinary action against any employee who is in breach of the equal opportunities policy
- develop and implement positive action initiatives, corporately and within departments, aimed at redressing the under-representation of particular groups who experience discrimination in the labour market
- ensure that Terms and Conditions of employment can accommodate access needs and flexible work practices
- provide procedures, support and guidance for employees and job applicants to make a complaint who believe they have been treated unfairly
- recognise and adopt best practice on all employment matters.

Employees' Responsibilities:

Employees are expected to:

- Comply with and promote the Employment Equality Policy and avoid unlawful discrimination.
- Not help others unlawfully discriminate.
- Co-operate with other procedures and practices that complement the Employment Equality Policy.
- Report any suspected discriminatory actions.
- Report any suspicions of harassment taking place.
- Not victimise people because they have made a complaint or have been involved in a complaint of harassment or discrimination.
- Seek guidance on matters of equality and best employment and practice when they are unsure of the best course of action.

Service Provider Responsibilities

In our role as a service provider, Focus aims to ensure that our clients and all contacts with whom we have a working relationship in all sectors of the community are treated fairly and with respect and that all dealings are free from racial, sexual and disability discrimination.

Review and Consultation:

Every three years the company will aim to consult as widely as possible with clients and employees on improving the effectiveness of this policy. Every attempt will be made to make this a meaningful process and the diversity of contributions to this consultation will be valued by the company. The review will be followed by effective action where this is required.

Making a Complaint:

A person wishing to make a complaint about any matter where they feel the actions of the company, or any of its employees or representatives, falls short of the commitments made in this Policy Statement, should write (or contact in any other way accessible to them) describing the nature of their concerns, to the Company Director of the Department involved, who will ensure appropriate action is taken.

This leaflet was originally produced for circulation to all company employees. It is included in this document so that you can also be fully aware of Focus Consultants Employment Equality policy and why it has been established.

We welcome any comments you have or any suggestions you may have for how we may improve it.

Signed



Ian Stevens
Director: Equality of Opportunity Policy