



EQUALITY & DIVERSITY POLICY

Equality and Diversity Statement.

Constant always look to recruit, develop and retain the most talented people regardless of their background, sex, gender reassignment, race, disability, age, sexual orientation, religion or belief, marriage and civil partnership, pregnancy and maternity.

We are guided by our values in everything we do and believe that being a diverse employer helps to fulfil our responsibilities to our customers.

Constant seeks to develop a work environment where we treat all individuals, fairly and consistently. We work within the spirit and practice of the Equality Act 2010 by promoting a culture of respect and dignity in the workplace and actively challenging discrimination, should it ever arise. We will remove unnecessary barriers for any employee seeking opportunities for development and promotion.

A handwritten signature in black ink, appearing to read "Christine Lee".

Christine Lee
Managing Director.

Equality and Diversity Policy

1 Purpose

This policy sets out Constant's approach to equality and diversity. Constant is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we all work. This is as important in the workplace as it is in the general community.

It sets out our commitment to developing a working environment where all employees are able to make the most of their skills, abilities and potential and where differences are valued and managed positively.

The policy's purpose is to:

- provide equality, fairness, and respect for all in our employment, whether temporary, part-time, or full-time
- 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, and sexual orientation
- 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

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2 Principles

The key principles underpinning this policy are:

- treating people as individuals with fairness, respect and dignity;
- making decisions that affect people's employment, development and progression on the basis of merit, ability and potential;
- being clear that all forms of unfair or unlawful discriminatory behaviour are unacceptable.

3. Scope

The rights and obligations set out in the policy apply equally to all employees, whether part time or full time and covers all people who work for Constant, including, employment agency workers, and contractors. It applies to job applicants and is intended to influence all our interaction with customers, consumers and members of the public.

This policy applies to all conduct in the workplace and also conduct outside of it that is related to work (e.g. at meetings, social events and social interactions with colleagues).

This policy also applies to any conduct which may impact on the reputation of Constant (e.g. expression of views on social media, which are contrary to commitments set out in this policy that could be linked or attributed to Constant)

4. Responsibilities

- All employees are expected to behave in the workplace in ways that are consistent with this policy and are encouraged to challenge behaviour that undermines these principles.
- Management at all levels have a special responsibility to lead by example and set high standards of workplace behaviour. Actions that conflict with this policy will not be tolerated.
- Directors and Managers are responsible for putting this policy into effect and for monitoring and evaluating it to ensure that it remains fit for purpose.

5. Application

Constant will:-

- Review existing policies, practices, and procedures to eliminate any barriers that exclude or hamper diversity in the workplace. We will ensure that such policies, practices and procedures reflect both the legal framework represented by the Equality Act 2010 and the codes of practice issued by statutory bodies including the Equal Opportunities Commission and Commission for Racial Equality;
- Not tolerate any acts of unlawful or unfair discrimination committed against an employee, contractor, job applicant, contractor, customer, consumer, or member of the public because of a protected characteristic such as:
 - Sex
 - Gender assignment.
 - Marriage and civil partnership.
 - This Pregnancy and maternity.
 - Race (including ethnic origin, colour, nationality or national origin).
 - Disability.
 - Sexual orientation.
 - Religion and or belief. and
 - Age

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- Not discriminate on the basis of work pattern (Part-time, full time, fixed term contract, casual contract)
- Identify opportunities across our broad range of activities which will support the practical implementation of this policy.
- Develop new employment policies and procedures that will create a workplace that is free from harassment and bullying, and where support is available to help employees achieve an effective balance between the demands of the workplace and of home life.
- Seek ways of improving our profile as an employer with all parts of the external community, so that we attract people from the widest pool of potential employees.
- Provide training to support policy implementation and facilitate the change in behaviour needed to translate policy into practice.
- Set in place a framework of practical initiatives which are driven by local needs and complement the overall approach.

6. Redress

- No form of intimidation, bullying or harassment will be tolerated. Employees have the right to complain about treatment that contravenes this policy through the **Grievance Procedure** or the **Bullying and Harassment Policy**.
- Any person found to have breached the policy may be subject to disciplinary action in accordance with the **Disciplinary Procedure**.
- Complaints from the public will be handled in accordance with the **Complaints Procedure** and could also lead to disciplinary action if the complaint is found to be justified.
- Allegations regarding potential breaches of policy will be treated in strictest confidence and any investigation monitored to ensure that any person making a complaint in good faith is not victimised or treated differently as a result. However, any false allegations found to have been made maliciously may result in action in accordance with the **Disciplinary Procedure**

7. Monitoring

Monitoring is an integral part of our diversity policy. Data on the composition of the workforce will form the baseline data to be reviewed on a regular basis and reported and Management Review every six months.

8. Policy review

This policy will be reviewed on an annual basis in the light of experience and changes to the policy or legal framework.

Signed:



Designation: Director

Date: 4th January 2023

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Equality and Diversity Declaration:

I have read and understood Constant's **Equality and Diversity Policy** and agree to work to the expected standards. I agree to treat all colleagues, customers, consumers and members of the public with respect and dignity while carrying out the duties and responsibilities of my role with Constant.

Signed:

Date:

Full Name:

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