



EQUALITY & DIVERSITY POLICY

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EQUALITY & DIVERSITY POLICY

1. EQUALITY AND DIVERSITY POLICY STATEMENT

JP Enterprises is committed to a policy of equality of opportunity and to diversity in everything it does. JP Enterprises embraces diversity and will seek to promote the benefits of diversity in all of our activities. We will seek to develop a culture that reflects that belief. We will seek to widen the mediums in which we recruit to ensure as diverse as possible employee and client base.

JP Enterprises takes positive steps to ensure that all current and prospective employees and clients are not discriminated against, either directly or indirectly, on the grounds of gender, age, disability, marital status, sexual orientation, creed/religion, ethnic or national origin. We value the differences, needs and contributions a diverse workforce and customer base represents.

JP Enterprises places an obligation upon all our staff to respect and act in accordance with this policy. We are committed to providing equality and diversity training for all our staff.

JP Enterprises extends this positive attitude in respect of equality and diversity to our contractors, clients and the community.

We will be an equality and diversity champion and leader in:

- promoting equality and diversity
- challenging and eradicating discrimination
- providing responsive and accessible services

Within the overall framework of its statement of purpose and values, JP Enterprises is committed to the principle and practice of equal opportunities and celebrates the diversity of people. We understand that these two concepts are not the same but are complementary. Without recognising and, most importantly, valuing differences between people, there cannot be true equality of opportunity. Moreover JP Enterprises promotes individual life-enhancing opportunities that respect all people.

This document sets out the Equality and Diversity Policy of JP Enterprises. It explains why equality and diversity are important to us, the basic principles we will follow and how we intend to monitor and achieve this — that we do what we say.

2. DEFINITIONS

Equality is creating an even platform to enable everyone to access the same opportunities and is backed by legislation to prevent discrimination based on prejudices against any group.

Diversity is understanding and valuing the differences in people and believing that harnessing these differences will create a productive working environment and an enriching life experience where talents are fully utilised and organisational goals are met.

Valuing diversity means valuing the qualities that different people bring to their jobs, to the resolution of problems and to the development of business opportunities — rather than judging people's ideas by the extent to which they conform to our existing values or personal preference.

Managing diversity means recognising that both our staff and our clients are from differing cultural, ethnic, racial and gender backgrounds and have different religions or beliefs, nationalities, sexualities, ages, physical and mental abilities etc. By recognising those differences, JP Enterprises can make the most from our potential. It is about managing people who are not like you, and who do not necessarily aspire to be like you. It is about having the management skill to allow their different perspectives and views to improve the quality of your decisions.

3. THE AIM OF OUR POLICY

- To ensure all are afforded equality of opportunity.
- To provide a fair structure of Policies and Procedures including Recruitment and Selection, Training, Disciplinary Policy Rules and Procedures and Harassment.
- To ensure all staff have equality of access to promotion and equal pay.
- To attract a diverse team and utilise the skills, knowledge and abilities available.
- To create a positive image as an employer and service provider.
- Increase performance and efficiency, and prevent disciplinary and grievance cases.
- Zero tolerance of breaches of JP Enterprises' Equality and Diversity Policy. All instances of alleged misbehaviour will be investigated under JP Enterprises' Disciplinary Policy, Rules, and Procedures.
- To recognise the diversity of the residents of the United Kingdom and their diverse backgrounds, culture and needs and ensure that services are delivered appropriately to maximise participation by all.
- Endeavour to remove any barriers to access the services we provide.

3.1 WHY EQUALITY AND DIVERSITY ARE IMPORTANT FOR JP ENTERPRISES?

The Equality and Diversity Policy covers both the work we do with our clients, and the internal procedures that govern how we function as a company. Throughout this policy the term 'staff' applies to paid employees, consultants, volunteers and the partners.

4. WHO WE ARE AND WHAT WE DO?

Mission: JP Enterprises committed to your success

To fulfil this Mission the Company's Key Aims are:

- 1) identify and respond to local and national demands and needs

- 2) deliver well designed programmes of training in support to facilitate positive learning outcomes.
- 3) provide comprehensive education and training services to the land based sector
- 4) build and maintain partnerships with other organisations sharing common aims in order to provide a collaborative approach to education and training

5. WHAT WE WILL DO?

JP Enterprises will uphold equality and diversity:

- 1) in employment, by developing policies which ensure that no job applicant, employee, volunteer or trainee is unfairly discriminated against on the basis of their gender, ethnic or national origin, religion or belief, age, physical or mental capabilities, marital status, sexual preference, social background, sexuality, or organisation role
- 2) by fostering a co-operative working environment which is free from harassment or victimisation and which promotes good relations among staff to create the conditions for the full development of their potential
- 3) Creating and fostering an environment where our clients have the opportunity to fulfil their potential in the classroom.

5.1 SPECIFIC ACTIONS AND COMMITMENTS

Gender

JP Enterprises has a proud tradition of promoting gender equality.

- We will continue to work to ensure fair representation of women and men in its staff and clients.
- We will ensure that women are fully represented in all parts of the organisation at all levels.
- We will ensure our policies and procedures address these issues and where appropriate take positive action.
- We will ensure that we do not apply any direct or indirect discrimination to our clients or staff on the basis of gender and marriage.
- To tackle unequal pay between men and women, JP Enterprises has a transparent and non-discriminatory pay system.

5.2 Sexual Orientation

JP Enterprises is committed to, and will build on its success in, creating a safe working environment for all its staff and service users with due regard to their sexual orientation.

We want JP Enterprises to be a place where people who are lesbian, gay, bisexuals or transgender among our staff and clients feel it is safe and comfortable to be open about

their sexuality. We will challenge negative views and if necessary, provide training so that there is a better understanding of the issue amongst our staff.

5.2 Disabled People

The Social Model of Disability

“At present disabled people do not have the same opportunities or choices as non-disabled people. Nor do they enjoy equal respect or full inclusion in society on an equal basis. The poverty, disadvantage, and social exclusion experienced by many disabled people is not the inevitable result of their impairments or medical conditions, but rather stems from attitudinal and environmental barriers. This is known as ‘the social model of disability’, and provides a basis for the successful implementation of the duty to promote disability equality.”

(The Duty to promote Disability Equality: Statutory Code of Practice – England and Wales)

We have adopted the social model of disability as a fundamental principle and recognise that people are not disabled by their impairments but the way in which they are discriminated against by society.

The social model says that:

- □ Disability is caused by society’s failure to adapt itself to the different ways in which people accomplish activities
- Society in general (and the non-disabled majority in particular) bears the responsibility for disabling those people who are prevented from accomplishing activities in their own ways
- Disability can be best overcome by society learning to adapt to the variety of its citizens
- In the social model, disability is seen as the extra problems that people with impairments face because society is not geared up to take account of their needs.

JP Enterprises will:

- Increase awareness in the organisation about the needs of staff, clients, and visitors with disabilities.
- Work to ensure our practices do not restrict use of our services or the contribution people with disabilities can make to our work.
- Make regular assessments of the accessibility of our sites and will actively seek opportunities to improve access and services for people who have disabilities.
- We also recognise that disabilities may not always be visible and equally respect the wider needs of this group including individuals with mental health or debilitating conditions, including HIV and AIDS.

5.3 Race and Ethnicity

JP Enterprises employs and serves people from diverse racial and ethnic groups and is proud of and will continue to maintain this tradition.

We will continue to implement positive action initiatives to assist staff to access and enhance their career development opportunities, both within and outside the Company.

5.4 Religion and Belief

JP Enterprises is committed to, and will build on its success in, creating a safe working environment for all its staff and service users with due regard to their religions or beliefs.

We want JP Enterprises to be a place where all staff and clients who adhere to different religions or beliefs feel it is safe and comfortable to be open about their religion or belief. We will challenge negative views and practices and if necessary, provide training so that there is a better understanding of the issue amongst our staff.

5.5 Age

JP Enterprises will continue to employ and serve people of all age groups and will ensure its policies do not adversely affect staff or clients users because of their age.

We will ensure that we do not unfairly discriminate in the employment of staff or the provision of education services on grounds of age, both old and young.

In implementing these principles, the JP Enterprises will ensure that it meets all the necessary legal requirements and strives to set standards of good practice that others will follow.

5.6 Procurement

JP Enterprises will strive to ensure that the purchase of goods, services, and facilities is undertaken in line with our equality and diversity commitments. We want to engage with a diverse range of suppliers and ensure that businesses from diverse communities have an equal opportunity of competing for contracts. We will endeavour wherever practicable to purchase from agencies or company's who share our values on equality of opportunity and diversity.

6. POLICY IMPLEMENTATION PROCEDURES AND RESPONSIBILITIES

The responsibilities for implementation of the Equality and Diversity Policy are allocated as follows:

- (a) The Senior Partner has overall responsibility for the implementation of this policy and is accountable for it to the Partners.
- (b) The Senior Partner has responsibility for developing and reviewing this policy and the procedures associated with it.

- (c) The Partners shall review the development and monitoring of the Equality and Diversity Policy at least annually.
- (d) Partners are responsible for ensuring the Equality and Diversity Policy is implemented in their part of the organisation; for ensuring staff understand the policy and their roles within it; and for providing reports and monitoring information.
- (e) In relation to this, managers should ensure that team and individual work programmes promote equality and diversity and keep this under review.
- (f) Every member of staff has an individual responsibility to ensure this policy is actively implemented. This should be reflected in the development of individual work programmes which take account of the needs of all potential users of services. It should also be reflected in individuals' performance and conduct.
- (g) This policy will be circulated to all employees, all candidates applying for positions with JP Enterprises and all contractors.
- (h) This policy will be made available on our web site
<http://hse-trainingconsultancy.co.uk/>

ANNEX A – RELEVANT LEGISLATION

Disability Discrimination Act 1995
Disability Discrimination Act 1995 (Amendment) Regulations 2003
Disability Equality Duty
Employment Equality Act 2006
Employment Equality (Age) Regulations 2006
Employment Equality (Sex Discrimination) Regulations 2005
Employment Equality (Sexual Orientation) Regulations 2003
Employment Relations Act 1999
Employment Rights Act 1996
Equality (Religion or Belief) Regulations 2003
Equal Pay Act 1970
Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
Gender Equality Duty
Gender Recognition Act 2004
Human Rights Act 1998
Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
Protection from Harassment Act 1997
Race Relations (Amendment) Act 2000
Race Relations Act 1976 (Amendment) Regulations 2003
Sex Discrimination Act 1975
Sex Discrimination (Gender Reassignment) Regulations 1999
Special Educational Needs and Disability Act 2001