

Live Active Leisure

EQUALITY & DIVERSITY POLICY

OUR STATEMENT

Live Active Leisure is committed to eliminating discrimination and encouraging diversity amongst our workforce.

Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

To that end the purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of;

Age
Disability
Gender re-assignment
Marriage and Civil Partnership
Pregnancy and Maternity
Race (including colour, nationality, and ethnic or national origin)
Religion or Belief
Sex (gender)
Sexual orientation

We oppose all forms of unlawful and unfair discrimination.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect.

Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

OUR COMMITMENT

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- Equality in the workplace is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by senior management and has been agreed with trade unions and/or employee representatives.
- The policy will be monitored and reviewed every 2 years.

OUR POLICY IN PRACTICE

The Company will treat all employees equitably and with sensitivity. To promote this intention, the following measures will be taken:-

- all complaints of discrimination will be taken seriously. Anyone making a complaint or who gives evidence will not be victimised or treated less favourably.
- all staff will be encouraged to identify and deal with prejudice and discrimination. Personal harassment of colleagues is a disciplinary offence.
- complaints of personal harassment will be dealt with effectively and in a sensitive manner. Procedures adopted will ensure that all parties have a right to representation and a fair hearing.

To enable the Company to recruit the best person for the job in every instance, it will ensure that:-

- no condition or requirement that cannot be shown to be justifiable will be placed on any post.
- all posts within the Company including temporary, relief and part-time will be filled by established fair selection procedures.
- a job description will be provided for every post prior to advertising and a person specification will form the basis of short-letting decisions. Recruitment and selection decisions will be made on job requirements alone.
- all persons interviewing on behalf of the Company are required to have completed relevant training on recruitment and selection; where a panel member has not yet received this training, the other panel member(s) will lead the interview process.
- where appropriate, positive action measures will be adopted to increase the number of candidates for employment or promotion to a level representative of the wider community.

In consultation with its employees, their representatives and relevant Trade Unions, the Company will build on its equal employment practice by:-

- continuing to keep under review its employment policies and practice to eliminate the possibility of unfair bias.
- providing relevant training to managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination. All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment against fellow employees, customers, suppliers and the public.
- offering opportunities for career progression and development opportunities for all staff, which recognise specific needs of certain sections of staff.
- developing new ways of working and positive employment policies that facilitate the full and equal participation of all employees.

COMPLAINTS PROCEDURE

Live Active Leisure will adopt a common approach to handling expressed concerns or complaints of employees.

- 1 Issues should be raised in the first instance with Human Resources & Admin Manager.

- 2 The Chief Executive Officer will be responsible for making sure that the issue is investigated. The manager directed to consider any complaint will conduct investigatory hearings, hear evidence and collect information as is considered necessary to a proper investigation of the complaint. At all stages, the complainant and the person complained against shall, if they wish, be entitled to representation by a person of their choice. In the case of an employee being complained against, they shall be entitled to accompanied by a Trade Union representative or person of their choice.
- 3 A statement of findings and recommendations arising out of any investigation will be made available to the complainant and to any employee directly affected by the recommendations.
- 4 If the recommendations of the Chief Executive Officer or the actions arising therefrom result in a disciplinary hearing involving any employee of the Company, the matter shall, from that time, be dealt with in accordance with the agreed Disciplinary Procedure including the rights to representation and appeal.
- 5 Grievances of employees or disciplinary matters affecting employees arising from this policy will be dealt with in accordance with existing Disciplinary and Grievance Procedures.
- 6 Nothing in the procedures for dealing with complaints about breaches of the Equal Opportunities Policy shall limit or affect the statutory rights of a complainant.
- 7 Nothing in the policy will prevent an employee or group of employees from pursuing their rights through an industrial tribunal.

MONITORING COMPLAINTS

- 8 The Human Resources & Admin Manager will report annually to the Board of Directors on the number and type of complaints received and the degree to which the operation of these procedures is satisfactory.

EQUALITY AND THE LAW

Live Active Leisure will ensure current equality legislation is reflected in our policies and the way we treat ***Our People.***