

1 OVERVIEW

This policy document sets out our commitment to creating an environment in which everyone can fully participate. It also sets out our commitment to promoting equality and diversity among our staff. Our equality and diversity policy links directly to some of our strategies and plans, in particular our strategic plan which sets out our priorities for action to continually assess and where possible improve the working environment for our employees.

2 POLICY OBJECTIVES

We want to see a strong spirit of community within our company. We will put in place a range of actions to remove prejudice, discrimination and victimisation from within our workforce. We will develop and promote policies and systems which make sure that New Earth Solution's workforce is not discriminated against or bullied for any reason.

3 POLICY DELIVERY

3.1 OUR COMMITMENT

We will make sure that our employment practices (including recruiting, retaining, training, developing, appraising, promoting, and retiring) are accessible to everyone and that we actively value and celebrate the wide variety of lifestyles and cultures.

We recognise all discrimination statute (the following list provides an overview & other amendments will be applied):

- Equal Pay Act 1970
- Sex Discrimination Act 1975
- Disability Discrimination Act 1995 (Amendment) Regulations 2003 (SI 2003/1673)
- The Employment Equality (Age) Regulations 2006;
- The Race Relations Act 1976 (Amendment) Regulations 2003 (SI 2003/1626)
- The Employment Equality (Religion or Belief) Regulations 2003 (SI 2003/1660)
- The Employment Equality (Religion or Belief) (Amendment) Regulations 2003 (SI 2003/2828)
- The Employment Equality (Sexual Orientation) (Religion or Belief) (Amendment) Regulations 2007 (SI 2007/2269)
- The Employment Equality (Sexual Orientation) Regulations 2003 (SI 2003/1661)
- The Employment Equality (Sexual Orientation) Regulations (Amendment) Regulations (SI 2003/2827)
- The Equality Act (Sexual Orientation) Regulations 2007 (SI 2007/1263)
- The Employment Equality (Sexual Orientation) (Religion or Belief) (Amendment) Regulations 2007 (SI 2007/2269)
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (SI 2000/1551)
- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002(SI 2002/2034)
- Employment Rights Act 1996 (sections relating to maternity and dependant carer leave)
- Race Relations (Amendment) Act 2000
- Protection from Harassment Act 1997
- Racial and Religious Hatred Act 2006
- Equal Treatment Framework Directive (2000/78/EC)
- Equal Treatment Amendment Directive (2002/73/EC)
- The Human Rights Act 1998; and their contributions to provide equal opportunities for everybody.

Our commitment is supported by a legal duty to provide all services and employment opportunities fairly, without discrimination, and to keep to all relevant codes of practice. We believe we have a strong moral and social duty to recognise that discrimination takes place and to do everything we can to challenge prejudice and discrimination and promote equality.

We are committed to providing high-quality services. Where appropriate, we will work with other organisations which promote equal opportunities to all by:

- building on our good practice;
- consulting with and involving our Clients on using this policy, where appropriate;
- providing accessible information on our policies and services;
- carrying out equality impact assessments of new and existing policies and practices to make sure that they will not discriminate against anyone;
- removing barriers which may deny people access to employment;
- using our powers to make sure that organisations providing services on our behalf work in line with this policy; and
- promoting an environment which gives everyone an equal chance to work free of discrimination and prejudice.

We will put in place a range of actions which are aimed at tackling prejudice and celebrating diversity within our workforce by:

- developing a workforce which reflects the community at all levels;
- ensuring the recruitment, selection, training, promotion, discipline and dismissal of staff is on the basis of merit and ability of the employee
- endeavouring to ensure the workplace is accessible and managed to suit the needs of all staff, employees and sub-contractors, as far as is reasonably possible
- ensuring that all employees know the effects of this policy and providing appropriate training;
- making sure that all employees understand their rights of protection from discrimination, harassment or bullying;
- developing and promoting policies which give everyone equal access to employment and opportunities; and
- setting performance targets so we can measure our progress.

3.2 RESPONSIBILITIES

Company Responsibilities

- The Managing Director has overall responsibility for ensuring that this policy is implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
- The Company is committed to dealing sensitively, firmly and effectively with all complaints of discrimination, victimization or harassment.

- The Company will deal with discrimination and all forms of harassment using this policy along with the Disciplinary & Grievance policies.

Manager Responsibilities

- Managers should ensure they are fully aware of this policy this and ensure that their own behaviour is exemplary.
- Managers should ensure that all employees are treated with dignity and are able to help and coach others to recognise and change behaviour.
- Managers should ensure the work environment is free from visual discrimination such as pin ups, posters, screensavers and pornography downloaded from the internet.
- Managers should be alert to physical and verbal discrimination, harassment and bullying within their work area and deal with it immediately, whether or not it is formally brought to their attention.
- Managers should be supportive of individuals who state that they have been discriminated against, harassed or bullied.
- Wherever possible the manager will deal with matters confidentially where an employee raises a concern or otherwise seeks their support and guidance.

Employee Responsibilities

- All employees have personal responsibility for the practical application of this Policy, which applies to the treatment of customers, suppliers and the general public as well as to fellow employees.
- Personal responsibility includes reporting incidents, refusing to collude with inappropriate behaviour and supporting employees or colleagues who are being harassed and discriminated against.
- Any employee, manager, supervisor and director who are involved in recruitment, promotion or training have specific responsibility for the practical application of this Equal Opportunity Policy.
- Any employee or director who has been determined to have committed an act of unlawful of discrimination shall be subject to disciplinary action according to the Company's Disciplinary Rules and Procedures.
- If there is any doubt about the terms of this Policy or the application thereof an employee should consult the Managing Director.
- All employees and managers should be aware that any form of discriminatory behaviour against another employee by them in the ordinary course of their employment, is likely to

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result in the Company being deemed vicariously liable for their actions and being the subject of formal proceedings and awards for damages before an employment tribunal.

- With the help of feedback from our employees and clients, each year we will monitor, review and evaluate the effectiveness of our employment and service-delivery policies. If our monitoring reveals any gaps in our policies, we will take action to deal with this.