



## Equal Opportunity Policy

**Policy Statement** For the purpose of this document, any reference to 'Company' or 'The Company' shall mean

Enterprise4All (North West) Ltd.

Enterprise4all is committed to valuing diversity by promoting and implementing equality of opportunity in all its activities. We will work towards an environment and culture where everyone is encouraged and supported to develop their full potential regardless of gender, race, ethnic origin, disability, ages, sexuality, marital status, nationality, religion or belief, political affiliation, class or any other individual characteristics which may limit a person's opportunities in life.

The aim of this policy is to ensure that Enterprise4all is an organisation, which recognises and values diversity and intends to be a leading edge example of good practice. This will be achieved by implementing equal opportunities across the wide spectrum of the business, the three main dimensions of this being:

- As an employer
- As a deliverer of programmes
- By placing a leadership role through partnership and facilitation

In brief, Enterprise4all believes that valuing and managing diversity is about recognising and appreciating individual needs and differences and treating everyone with dignity and respect.

This commitment is underpinned by the relevant legislation, which includes:

- Equality Act 2010 (previous legislation: Race Relations Act 1976 (Race Relations
- Amendment Act 2000) & Disability Discriminations Act 1997 (Disability Discriminations
- Amendment Act 2005) Equal Pay Act 1970 (Amended by Equal Pay Regulations 1984)
- Rehabilitation of Offenders Act 1974 Sex Discrimination Act 1975 (Amended 1986; Gender
- Reassignment Regulations 1999) &
- (Indirect Discrimination & Burden of Proof Regulations 2001)
- Protection from Harassment Act 1997
- Human Rights Act 1998
- The Children Act 1989 followed by the 2004 Children's Act
- Policy on Religion and Beliefs (updated 2010)
- Age Employment Equality (Age) regulations 2006

# Objectives

Equal opportunities in Enterprise4all can be translated into the following objectives:

1. Valuing and respecting diversity and benefiting from our differences
2. Creating a positive, safe, accessible environment and culture in which discrimination has no part and where everyone can achieve their full potential
3. Listening to, engaging and collaborating with a wide range of partners and staff in order to continually improve our equality practice
4. Promoting equal opportunities in all aspects of employment and observing as far as possible the Equality and Human Rights Commission's Codes of Practice for Employment, Equal Pay, and Services, Public Functions and Associations.
5. Supporting positive action programmes where there is a clearly identified need
6. Mainstreaming equal opportunities into all employment and business decisions by developing systems and processes which are accessible and transparent
7. Being accountable by target setting, monitoring, evaluating and reviewing progress on a regular basis
8. Taking necessary action where non-compliance with the Policy is identified
9. Securing resources to ensure that this commitment is achieved

The allocation of duties to ensure Equality of Opportunity throughout the Company, and the particular arrangements which the Company will make to implement this policy, are set out in the subsequent pages of this policy document.

This policy document will be reviewed, particularly as the Company's work develops and as legislation changes. The Company's Equal Opportunities Policy and the way it has operated will be monitored and formally reviewed at least every twelve months.

## Definition of Discrimination

Discrimination is unequal or differential treatment that leads to one person being treated more or less favourably than others are, or would be, treated in the same or similar circumstances on the grounds of race, colour, nationality, ethnicity, gender, marital / civil partnership status, disability, religious or political or beliefs, age, sexual orientation, gender reassignment, or social background and can be construed as being Direct or Indirect.

### *Direct Discrimination*

This occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of race, colour, nationality, ethnicity, gender, marital / civil partnership status, disability, religious or political or beliefs, age, sexual orientation, gender reassignment, or social background

### *Indirect Discrimination*

This is the application of a policy, criterion or practice to a person which the employer would apply to others but which is such that:

- it is detrimental to a considerably larger proportion of people from the group that the person the employer is applying to represents
- the employer cannot justify the need for the application of the policy on a neutral basis
- the person to whom the employer is applying it suffers detriment from the application of the policy

## Positive Action

Positive Action is a programme the Company will develop to try to redress any imbalances in the composition of the Company's employees.

Victimisation or harassment from fellow employees, as well as from an employer, can constitute unlawful discrimination and will be treated as disciplinary offences within Enterprise4all.

Under the Race Relations Act 1976, the Sex Discrimination Act 1975 incorporating subsequent amendments, the Disability Discrimination Act 1995, the Disability Discrimination Act 2005, and the Employment Equality ( Age ) Regulations 2006 Race, Gender, Disability, Civil Partnership Act, Equal Pay Act, Part-time and Fixed-term Workers legislation and the Employment Equality (Sexual Orientation) and (Religion or Belief) Regulations and Age Discrimination whether direct or indirect, is illegal.

## Responsibilities for Implementing the Policy

Overall and final responsibility for Equal Opportunities in the Company is that of the Board of Enterprise4All (North West) and the Chief Executive Officer.

Through the Chief Executive, delegated accountability and responsibility for this policy being carried out is as follows:

- Management of the proprietary and processes of the policy and provision of Company statistics – Office Manager
- Recruitment advertising – Office Manager
- Selection for interviewing, interviewing and recruitment of employees - Line Managers / CEO
- Day to day compliance with the Equal Opportunities Policy - all employees
- All employees have a responsibility to co-operate with their Line Manager / CEO to adhere to the Company's Policy on Equal Opportunities.

Whenever an employee is aware of any act of discrimination they must straight away bring the matter to the attention of their Line Manager or Chief Executive Officer.

Any employee who has a grievance arising from the Company's Equal Opportunities Policy should raise it in accordance with the Company's Grievance Procedure.

Consultation between management and employees is provided by:

- Meetings between employees and their Line Manager
- Meetings of the Senior Management Team
- Directly by any employee to the Chief Executive Officer

The Company's Equal Opportunities Policy is to be made available, and its existence known, to all employees and its existence will also be made known to all job applicants.

## Recruitment and Support to Local Community

Enterprise4all is committed to equality of opportunity and valuing in our role as an employer. We believe that everyone has the right to be treated with dignity and respect. We are committed to the elimination of unfair and unlawful discrimination and prejudice in all our policies, practices and procedures.

We recognise that the workforce should reflect the local community. We are determined to ensure that every job applicant, internal or external, applying for a vacant post will receive fair and equitable treatment. We seek to recruit only the best people for the job. Selection will be based on merit alone.

Our commitment to employees is one of continuous development through raising awareness and training to help make this policy fully effective.

In order to combat indirect discrimination, no unnecessary provision, criteria or practice will be applied to any job, which would have a disproportionately adverse effect on any one group.

In implementing this Statement of Intent, Enterprise4all recognises the different and special needs of the certain groups of people who may experience discrimination and be disadvantaged in society.

In all cases any available jobs, including coaching opportunities, are advertised openly.

Responses, either by email or letter, are reviewed by Office Manager, and all prospective candidates are interviewed. Invitations to interview are always done electronically.

## Our Commitment to Age Diversity

Enterprise4all will promote age diversity by; valuing contributions of employees irrespective of age; challenging the general acceptance of “ageism” to eliminate age stereotyping.

We will continue to value age diversity by refusing to include age on employment advertising where it is not a genuine legislative or employment criterion.

At Enterprise4all we have not set a retirement age and have fully embraced the spirit of the legislation and removed the compulsory retirement age, which will benefit all by offering greater flexibility and retain key skills and knowledge.

Any reported incidents will be fully addressed in accordance with our procedures and the relevant equal opportunities legislation and, where appropriate, may result in disciplinary action.

## HIV/Aids

Enterprise4all understands that people living with, and affected by, Human Immuno-deficiency Virus (HIV) and/or Acquired Immune Deficiency Syndrome (AIDS) may experience prejudice, discrimination and disadvantage.

We are committed to ensuring the fair and equitable treatment of any person affected by the virus in a respectful and dignified manner ensuring no discrimination or stigmatisation against employees based on real or imagined HIV status.

We recognise and respect that confidentiality is essential to protect people who are living with

HIV/AIDS. The management of information relating to a person's known HIV status will be safeguarded under the same legal requirements of all personal and medical information, avoiding unnecessary and damaging disclosures.

HIV/AIDS should be treated like any other serious illness/condition and afforded the same confidentiality and treatment to anyone affected by any other equally serious and potentially progressive infections and/or medical condition.

Harassment of people affected by HIV/AIDS will not be tolerated in any form in relation to service delivery or employment. Any reported incidents will be fully addressed in accordance with the Company's procedures and the relevant disability discrimination and equal opportunities legislation and, where appropriate, may result in disciplinary action.

## Gender

We need and acknowledge the valuable contribution of both men and women at all levels within the Company. Our aim is to fully utilise the perspectives, knowledge, skills and experience of all our employees, and where appropriate, support positive initiatives to ensure their personal and professional development.

The Company supports the principle that both men and women should receive equal pay for equal work, work of equal value and work rated as equivalent. We are making positive steps to address equality in pay and reward.

Enterprise4all confirms that its employment practices are designed to support women and men who have responsibilities for children and dependents whilst ensuring an effective and efficient workforce. Flexible working systems will be promoted to support people with responsibility for dependents.

Enterprise4all will take necessary measures to prevent discrimination against employees or potential employees on grounds of gender reassignment in accordance with the Sex Discrimination (Gender Reassignment) Regulations 1999.

We will provide support to prevent discrimination against transsexual people who may have undergone or are about to undergo gender reassignment.

## Lesbian, Gay and Bisexual

Enterprise4all acknowledges that same-sex relationships can be a common characteristic in all cultures and that lesbians, gay men and bisexuals may experience prejudice, disadvantage and discrimination.

We are committed to ensuring equal treatment for all our employees and members of the public irrespective of their sexual orientation. We seek to ensure that all our policies, procedures and practices on employment and service delivery are not based on the assumption that all employees are heterosexual.

We will ensure that The Company offers the same benefits to those in same-sex relationships as are available to all other employees. This includes the provision of special leave, parental leave and time off for dependents.

Harassment of people on the grounds of their sexual orientation is unlawful and will not be tolerated in any form. Any reported incidents will be fully addressed in accordance with the Company's procedures and the relevant equal opportunities legislation and, where appropriate, may result in disciplinary action.

## Race

Enterprise4all recognises that Great Britain is a multi-racial, multi-cultural society with a diversity of cultures and religion represented in its population.

As a public authority we have a duty to promote racial equality and we understand our responsibility to the local community and our workforce to ensure racism is tackled and eliminated.

We will not tolerate any form of racism, defined as "conduct or words or practices which disadvantage or advantage people because of their colour, culture or ethnic origin. Steps will be taken to eradicate all forms of unwitting prejudice and racist stereotyping within the organisation and in its processes, policies and practices.

Within this policy, a racist incident is defined as "any incident, which is perceived to be racist by the victim or any other person."

We seek to create and encourage an environment free from racial discrimination and/or

Employees can feel confident that any reports of such incidents will be fully addressed in accordance with the Company's procedures and the relevant race relations and equal opportunities legislation and where appropriate, will result in disciplinary action.

## Religion or Belief

We recognise that many religions or beliefs have special festivals or spiritual observance days.

Any request for holiday leave to celebrate festivals or attend ceremonies will be sympathetically considered where it is reasonable and practical and sufficient holiday leave entitlement is available.

We will endeavor to ensure that policies and procedures do not indirectly discriminate against employees of particular religions or beliefs.

We will take necessary measures to prevent discrimination against employees or potential employees because of their religion or beliefs.

Harassment of individuals for their actual or perceived religion, religious belief or philosophical beliefs is unlawful and will not be tolerated. Any reported incidents will be fully addressed in accordance with the Council's procedures and the relevant equal opportunities legislation and, where appropriate, may result in disciplinary action.

## Our Commitment to Disabled People

Enterprise4all recognises and operates within the framework of the Disability Discrimination Act 2005 and the Duty to Promote Disability Equality: Statutory Code of Practice.

Enterprise4all makes the following commitments:-

- To interview all disabled candidates who meet the minimum criteria

- To ensure a mechanism to discuss what can be done to ensure they can develop and use their abilities
- To make every effort, when employees become disabled, to ensure they stay in employment
- To take action to ensure all employees develop the appropriate level of disability awareness
- To review the commitments and what has been achieved and plan ways to improve on them.

Harassment of disabled people is unlawful and will not be tolerated in any form. Enterprise4all will take steps to eradicate any oppressive attitudes towards disabled people among its workforce. Any reported incidents will be fully addressed in accordance with the Company's procedures and the relevant equal opportunities legislation and, where appropriate, may result in disciplinary action.

Enterprise4all is committed to ensuring that no client receives less favourable treatment due to gender, race, religion, sexuality or disability in his or her dealings with the organisation. The passing of the Disability Discrimination Act 1995 has given a new focus to our work and has led to the development of this as a separate policy statement and to emphasise our commitment to disabled people.

Enterprise4all NW is also committed to enabling disabled clients, as well as staff and other visitors, to access the Enterprise4all building. All external activity such as workshops, seminars and training will be hosted in venues that are accessible to wheelchair users. All visits and support will be provided in a place that is convenient for disabled clients, in most cases visiting them at their place of work or home.

Enterprise4all NW will keep the question of provision for disabled clients and staff and for disabled members of the public under review. Whenever possible Enterprise4all NW will access equipment and resources to assist clients with disabilities and learning difficulties.

It is our policy to recognise that everyone is an individual, and we will work with you to identify potential barriers and will do what we can to remove them. Enterprise4all aims for full compliance with the Special Educational Needs and Disability Act 2001.

This statement relates to all services provided by Enterprise4all NW, and not those provided by its partners, which will have published their own statements. Clients who have a disability are always encouraged to contact Enterprise4all NW to discuss their individual needs.

## Our Objective

We want disabled people to be able to realise their full potential. We will make progress towards this by:

- Removing barriers and changing the attitudes which prevent disabled people from gaining
- access to employment with Enterprise4all
- Working in consultation with disabled people to this end
- Acting as an example of good practice to encourage other organisations we work with to similar effort

**Guiding Principles** We believe that disability is a social issue and that impairment becomes a disability because of the social and physical barriers that the individual faces. Our efforts will be focussed on removing these barriers.

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We are guided by the following principles:

- Anti-discrimination - such that disabled people are not subject to discriminatory practices
- ☐ Equality of opportunity - for disabled people in every aspect of their dealings with Enterprise4all  
Independence not dependence - enhancing the independence of disabled people and increasing the choices available to them
  
- Individual needs - recognising that the disabled person is an individual who, like all others,
- has his or her own needs, abilities, rights and responsibilities  
Accountability - such that the responsibility for securing equal treatment and removing barriers rests both with Enterprise4all as a whole and with individual decision-makers within it.

### Providing Access to Enterprise4all Services

We aim to remove the barriers to obtaining Enterprise4all services and will seek to ensure that the services provided are those that are required. To help achieve this we will:

- Appraise our own services, with the help of disabled people, to remove barriers to access
- ☐ Train our associates, directors and employees so that they are more aware of the barriers placed by society in the way of disabled people and can communicate effectively with them  
Provide information about our services clearly and in a variety of formats accessible to disabled people

Influence agents providing services on our behalf to take similar initiatives

## Equal Pay Policy

The Company is committed to the principle of equal pay for men and women. In this context “pay” includes not only remuneration but also other benefits of employment such as promotion and training opportunities and access to facilities provided within the employment package from time to time.

We are committed to introducing and maintaining pay systems which are transparent, based on objective criteria and free from sex bias. The Company’s objectives in relation to equal pay are to discover and eliminate any unfair, unjust or unlawful practices that impact on pay and take appropriate action where necessary.

Women and men are entitled to equal pay if they are undertaking work which is substantially similar or is of equal value to the Company unless there are specific and clear reasons unconnected with their sex which explain and justify any differential in pay. In some cases individuals carrying out similar work may receive different salaries because of seniority, incremental points, qualifications and other such factors.

The Company may carry out an equal pay audit in which case it will inform you in advance that an audit is taking place and why. During an audit, the Company will assemble information about the Company’s roles and pay arrangements and determine which jobs are equal. The Company will use this information to assess whether or not there are gaps in pay for equal work and determine whether or not this is due to sex. Where necessary the Company will provide training and guidance for staff involved in determining pay.



You should raise any query or grievance concerning your pay and its evaluation in accordance with the Company's grievance procedure.

## Dignity at Work Policy

The Company aims to ensure that all its employees have dignity at work. That means that there are some types of behaviour that are unacceptable which will include the following:

- being offensive, abusive, malicious, insulting or intimidating to a fellow employee; or
- shouting at or engaging in unjustifiable criticism towards a fellow employee; or
- deliberately isolating by ignoring or excluding a person, spreading malicious rumours, making inappropriate personal comments or undermining a person's self-respect; or
- imposing a punishment upon a fellow employee without reasonable justification; or
- changing an employee's duties or responsibilities to his or her detriment without reasonable justification.

This policy applies to all employees, regardless of their rank or seniority and should be read in conjunction with the Harassment Policy below. Breach of this policy will be treated as misconduct. Sustained harassment and bullying can have a detrimental affect on those affected. Individuals can suffer fear, anxiety and stress, which can cause or exacerbate physical illnesses. This may result in a reduction of work performance and attendance at work.

The Company will not tolerate actions from employees which affect the dignity of others at work and will take steps to ensure that such behaviour is treated with disciplinary action.

Where the Company becomes aware of or receives a complaint about your dignity at work being compromised, they will make every attempt to prevent the offending behaviour from occurring again and advise you of the support available to you. If the behaviour is sufficiently serious, the Company may take action in accordance with the Company's disciplinary procedure.

If you feel that your dignity at work has been compromised you should raise the matter through the Company's grievance procedure.

You should be vigilant of your own and other employees' conduct to prevent anyone's dignity at work being compromised. In the event that you witness any act of harassment or bullying you report this in confidence to your supervisor or manager in order that it may be investigated by the Company.

## Harassment Policy

Harassment pollutes the working environment and can have a devastating effect on the health, confidence, morale and performance of those affected by it. It may also have a damaging effect on other employees not themselves the object of unwanted behaviour who are witness to it or who have knowledge of the behaviour. All employees are entitled to a working environment which respects Harassment is a

their personal dignity and which is free from such objectionable conduct.  
disciplinary offence which will be treated as gross misconduct.

**What is harassment?** Harassment is defined as unwanted conduct which is related to a person's age,

disability, gender

reassignment, race, religion or belief, sex or sexual orientation, which has the purpose or effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

A single incident can amount to harassment if sufficiently grave.

Examples of harassment include (but are not limited to):

- Insensitive jokes and pranks.
- Lewd comments.
- Unnecessary body contact.
- Displays of sexually offensive material, e.g. pin-ups.
- Repeated instances of minor harassment acts.
  
- Requests for sexual favours.
- Speculation about a person's private life
- Spreading malicious rumours.
- Insulting someone, by word or behaviour.
- Threatened or actual violence.
- Unwarranted criticism of performance, threat of dismissal, loss of promotion, etc.
- Bullying. Bullying is defined as any form of physical or verbal attack and/or threat of such, or the abuse of position, in order to attack or undermine the confidence or ability of another, or to place another employee under unreasonable pressure or subjecting another to detrimental treatment, by either act or omission.

Anyone who believes that he or she may have been the victim of harassment should raise the matter through the Company's grievance procedure.