



## **Diversity & Anti-Discrimination Policy**

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**1. Introduction**

- 1.1 This policy outlines PROPERTYSEC's statement of principle regarding equality and diversity; setting out the organisation's responsibilities to ensure a workplace free from discrimination or harassment.
  
- 1.2 PROPERTYSEC seeks to promote equality of opportunity and to challenge discrimination based upon the 'protected characteristics' as set out in the Equality Act. These are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
  
- 1.3 This document sets out the ways in which the company will seek to apply the above principles in all areas of employment, training and service provision.

**2. Statement of Principle**

- 2.1 The company aims to create a culture that respects and values difference, promotes dignity, equality and diversity, and encourages individuals to develop and maximise their true potential.
  
- 2.2 By diversity we mean valuing the benefits of a varied workforce that makes the best of people's talents whatever their backgrounds. Diversity encompasses visible and non-visible individual differences which can be many and varied. It can be seen in the makeup of our workforce, the learners who train with us, those who occupy management positions, job opportunities and finally in our group culture, a culture predicated on respect, compassion and diversity. Diversity covers the following:

- Race
- National Origin
- Culture
- Religion

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- Gender
- Sexual Orientation
- Age
- Marital Status
- Politics
- Ethnicity
- Disability
- Family
- Health
- Values

2.3 Embracing equality and diversity brings to the company a wide range of experience, ideas and creativity whilst giving the individual employee and learner a feeling of being enabled to work and learn to their full potential. We aim to remove any barriers, bias or discrimination that prevents individuals or groups from realising their potential and contributing fully to our organisation's performance, with the ultimate aim of developing an organisational culture that positively values diversity.

2.4 PROPERTYSEC is committed to and promotes equal opportunities, diversity and anti-discriminatory practice in service provision, employment and training. All those involved with the organisation are expected to respond proactively by fully embracing anti-discriminatory practices and in playing their part in creating an inclusive culture. PROPERTYSEC does not condone or tolerate discrimination, harassment or bullying, either directly or indirectly, on the basis of any of the criteria outlined in section one above.

2.5 Intimidation, harassment and bullying will not be tolerated and may lead to disciplinary action in line with individual company and group disciplinary policies and procedures.

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### **3. Related Policies**

3.1 This policy should be read in conjunction with the company's Occupational Health, Lone Working, Equal Opportunities, Health and Safety Policies.

### **4. Communication & Dissemination**

4.1 This policy applies equally to all employees, workers (e.g. contractors) and support personnel whilst working for the company. The co-operation of all stakeholders is essential in ensuring the successful implementation of this policy. Although, the ultimate responsibility for achieving the objectives of this policy lies with the company Director, ensuring equality and diversity practice is the responsibility of everyone involved with the organisation.

### **5. Training**

5.1 Training is available on the importance of relevant legislation via bite size management training sessions, organised and delivered by the management team. Training sessions on absenteeism, recruitment, and performance management cover relevant aspects of equal opportunities legislation.

### **6. The Law**

6.1 It is unlawful to discriminate, harass or victimise anyone because of a protected characteristic.

6.2 Discrimination can be direct or indirect or in the form of harassment or victimisation. All forms of discrimination are unacceptable, regardless of whether there was any intention to discriminate or not. Employees have a duty to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination.

6.3 The company aims to meet the terms of any anti-discrimination legislation and will promote the spirit as well as the letter of the law. The law in this area is now contained in one statute in the Equality Act (2010). Further advice is available from any member of the management team.

**7. Rights & Responsibilities**

Below are a list of basic rights and responsibilities upheld by the company:

Rights	Responsibilities
To be treated with dignity and respect	To treat others with dignity and respect
To be treated fairly and without discrimination	To challenge inappropriate behaviours in others (through appropriate channels)
To disagree and present alternative views in a constructive and professional manner	To respect authority, professional experience and the decisions of others
To challenge and be assertive	To deal with conflict constructively through positive open communication and consultation
To be consulted regarding decisions that affect you	To recognise the needs of the business and others

**8. Monitoring**

8.1 As part of its commitment to anti discriminatory practice, the company will maintain appropriate records as to the age, ethnicity, disability and gender of employees, workers and volunteers, in accordance with prevailing data protection legislation.

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**9. Raising a Concern**

9.1 Most problems that occur in the workplace can and should be resolved through the normal day to day contact that employees have with their immediate line manager and colleagues. Individuals that feel aggrieved should draw the attention of their line manager to suspected discriminatory acts or practices or suspected cases of bullying or harassment.

9.2 Wherever possible, employees, workers and learners should endeavour to resolve the issue informally; this will ensure the matter is resolved quickly and satisfactorily before it escalates into a more serious issue. However, there may be occasions where this does not produce a satisfactory solution and the individual in question may then decide to invoke formal procedures. If the offence may be of such a serious nature that informal procedures are inadequate to deal with the issue at hand, employees may raise a complaint through the company grievance procedure.

9.3 Any employee who raises a concern in good faith within these procedures will not be disciplined or face victimisation. By 'good faith' means that the individual reasonably believed that they had witnessed or were subject to malpractice or wrongdoing and that they raised their concern to an appropriate person. Anyone who disciplines or victimises an employee for raising a concern or who seeks retribution will themselves be subject to disciplinary procedure.

9.4 The company endeavours to treat all allegations of bullying, harassment and/or victimisation seriously and to try to resolve any concerns as quickly as possible.

9.5 The company will make every effort to ensure that the identity of the employee raising the concern will be kept confidential where possible; only those with a need

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to know will be informed of the identity of the complainant and the details of the complaint.

9.6 Appropriate support will be offered to the complainant. Consideration will be given to transferring or relocating or suspending the person against whom the allegation has been made pending outcome of the process.

9.7 Any employee found to be bullying, harassing or victimising another person either inside or outside the workplace, or raising a concern maliciously or irresponsibly, will be subject to disciplinary action (please see Appendix A for definitions of discrimination, victimisation, harassment and bullying).

9.8 The company takes all allegations of discrimination very seriously.

9.9 Bullying and discrimination is often a perception that someone has of the behaviour or language of others. The company asks that everyone is sensitive to the needs and feelings of others in their actions and language so as to take account of the needs and sensitivities of colleagues.

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## **APPENDIX A: TYPES OF DISCRIMINATION – DEFINITIONS**

Reference is made throughout this policy to the Equality Act (2010).

### **Direct discrimination**

Direct discrimination occurs when someone is treated less favourably than another person because of a 'protected characteristic' they have or are thought to have (see perception discrimination below), or because they associate with someone who has a protected characteristic (see discrimination association below).

### **Discrimination by association**

Applies to race, religion or belief and sexual orientation, age, disability, gender reassignment and sex. This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

### **Discrimination by perception**

Applies to race, religion or belief and sexual orientation, age, disability, gender reassignment and sex. Direct discrimination is any action of a discriminatory nature against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

### **Indirect discrimination**

Applies to age, race, religion or belief, sex, sexual orientation and marriage and civil partnership, disability and gender reassignment. Indirect discrimination can occur when you have a condition, rule, policy or even a practice that applies to everyone but particularly disadvantages people who share a protected characteristic.

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**Harassment**

Harassment is 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'.

**Victimisation**

Victimisation occurs when an employee is treated in a discriminatory fashion because they have made or supported a complaint or raised a grievance under the Equality Act, or because they are believed to have done so.

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