



W N Powell & Sons Ltd

Diversity and Equality Policy

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Foreword

This document sets out our vision and objectives for promoting diversity and equality. This Policy will ensure a clear and consistent approach to promoting diversity and equality across the whole of our organisation.

“We want to be recognised and known as an inclusive organisation that represents and serves people as equals. We value people as individuals with diverse opinions, cultures, lifestyles and circumstances.”

We provide services for customers of local councils / the NHS / PCTs, who, as public bodies, have a wide range of legal duties to promote equality for their employees and customers.

W N Powell & Sons Ltd is not directly covered by all of these public sector duties. However, our public sector clients do have legal responsibilities to make sure that their contractors: promote equality of opportunity; eliminate discrimination; and promote good relations between different groups of people when delivering services and employing people. As such, when delivering public sector contracts we are committed to ensuring that our services and employment practices meet the public authorities' legal duties to promote equality.

Managing Director: ***William N Powell***

Signature: _____

Date: ***19th January 2009***

On behalf of: ***W N Powell & Sons Ltd
Britannia Street
Great Harwood
Blackburn
Lancashire
BB6 7QX***

Diversity & Equality Policy

Our Vision

We want to be recognised and known as an inclusive organisation with a workforce that reflects the diversity of the population we serve. We value our employees and customers as individuals with diverse opinions, cultures, lifestyles and circumstances. We will respond positively to the diverse needs of our employees and customers.

Our Objectives

1. To champion equality of opportunity and challenge all forms of discrimination in our workplace and in the delivery of our services.
2. To meet the individual needs of our customers;
3. To have a workforce that reflects the diversity of the populations we serve and to promote the benefits of having a diverse workforce; and
4. When purchasing goods, services or facilities to use our spending power to influence suppliers and contractors to promote equality of opportunity.

The Policy Context

Appendix 1 sets out our Equal Opportunity Policy Statements and our overall aim to promote equality irrespective of race, religion or belief, gender, marital status, sexual orientation, disability, caring responsibilities, offending past, social class or age.

The law and good practice elsewhere influences the way we pursue our objectives. We will update our policy as and when necessary to meet new laws and good practice as they appear.

Institutional Discrimination

We know that institutions as well as individuals can unlawfully and unfairly discriminate. An established organisation such as ours can operate, in effect, as any institution and so institutional discrimination is also of concern to us. We define institutional discrimination as:

- The collective failure to provide an appropriate and professional service to people because of who they are;

- Processes, attitudes and behaviour, which amount to discrimination through ignorance, thoughtlessness and stereotyping;
- Not just actions taken by a person, organisation or partnership, but also actions **not** taken. This includes neglect, or services provided which do not meet the needs of different groups of employees or customers.

Institutional discrimination can be unwitting through lack of thought, knowledge or planning. It can exist regardless of the good intentions of an organisation's individual employees or decision-makers.

We are committed to proactively identifying and removing any form of institutional discrimination from our organisation should it ever manifest itself.

Roles and Responsibilities

Our Role as an Employer

We reaffirm our opposition to unfair discrimination or victimization in recruitment, employment, or pay and our opposition to harassment of any employee. We will ensure that the selection, employment terms of contract, training, development and promotion are based solely on the criteria of merit and ability. No job applicant, employee or ex employee will receive less favourable treatment on the grounds of race, religion¹, gender, marital status, sexual orientation, disability, offending past², caring responsibilities, status as a refugee, social class or age.

We will take robust disciplinary action against any employee found to be guilty of discrimination, victimization or harassment against another employee or a customer.

Our role as a Service Provider

We aim to provide services to all customers regardless of race, religion, gender, marital status, sexual orientation, disability, offending past, caring responsibilities, social class or age.

We will make sure that our services are delivered equitably and meet the diverse needs of our customers by:

- **Assessing and Meeting Diverse Needs**

¹ Except where there is a legally recognised Genuine Occupational Requirement

² Except where there is a known risk to children or vulnerable adults

When planning and reviewing services we will research our customers' different needs to ensure that our services are able to cater for them with the highest standards possible;

When different needs are identified we will respond in a positive way as it provides us with an opportunity to improve access to our services;

- **Measuring and Reporting Performance**

Those of our goods, facilities, works or services that are identified as relevant to promoting equality will be monitored to ensure that different groups of people get equal access, outcomes and satisfaction.

Leadership and Responsibility for this Policy

If we are to achieve our Equality Vision it is crucial that we have strong leadership. The main areas of responsibility are shown below:

- Officer leading on Equality: ***William N Powell (herein known as Bill Powell)***
- Senior Managers: ***John Powell, Jason Powell and Sarah Powell***
- Employees: ***ALL Employees – trademen & apprentices***

Communicating this Policy

We will ensure that all employees receive a copy of this policy. It will also be made widely available to employees, customers and members of the public through our website, notice boards, etc.

We will provide training and written instructions to managers and supervisors covering:

- Promoting equality in recruitment, selection, training, promotion, discipline and dismissal of staff; and
- Consideration of equality issues when assessing, implementing, monitoring and evaluating services.

Breaches of this Policy

We have clear procedures that enable service users, candidates for jobs and employees to raise a grievance or make a complaint if they feel that they have been treated unfairly.

Customers who wish to report a breach of this policy should, in the first instance, contact **Sarah Powell** on **(01254) 888453**. They will ensure that our Complaints Policy is used to report your comments or complaint.

Employees who wish to report a breach of this policy should, in the first instance, contact **Bill Powell**. In such instances our internal complaints procedure will be activated. Copies of this are available at **W N Powell & Sons Ltd, Britannia Street, Great Harwood, BB6 7QX**.

We will take robust disciplinary action against any employee found to be guilty of discrimination, victimization or harassment against another employee or a customer.

Implementing and monitoring the Policy

This policy will be monitored and reviewed annually.

Employment and service related equality outcomes will also be regularly reported on at the request of our clients.

Appendix 1- Equal Opportunity Policy Statements

Generic Statement

We will promote equality, work to eliminate discrimination and promote good relationships between employees and customers, regardless of their: gender (including transsexuals); race; disability; sexual orientation; religion or belief; age; caring status; ex-offenders³; or partnership status. We oppose all forms of unlawful and unfair discrimination

Disability

We will make reasonable adjustments to ensure that disabled people have equal access to our goods, facilities and services and employment opportunities.

Carers

We will encourage the promotion of flexible employment practices to assist employees who are carers.

³ Except where there is a known risk to children or vulnerable adults.

Appendix 2 – Relevant legislation

The following current and impending legislation influences this policy:

- The Equal Pay Act 1970
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Sex Discrimination Act 1986
- Children's Act 1989
- Disability Discrimination Act 1995
- Asylum & Immigration Act 1996
- Protection from Harassment Act 1997
- Human Rights Act 1998
- Employment Relations Act 1999
- Sexual Discrimination (Gender Reassignment) Regulations 1999
- The Race Relations Act (Amendment) Act 2000
- Special Educational Needs and Disability Act 2001
- Nationality, Immigration & Asylum Act 2002
- The Sex Discrimination (Amendment) Regulations 2003
- Carers (Equal Opportunities) Act 2004
- The Disability Discrimination Act 2005
- Equal Pay Act 1970 (Amendment) Regulations 2003
- Employment Equality (Sexual Orientation and Religion and belief) Regulations 2003
- Civil Partnership Act 2004
- The Equality Act 2006
- Employment Equality (Age) Regulations 2006
- Work & Families Act 2006
- The Sexual Orientation and Religion and Belief (Goods, Facilities and Services) Regulations 2007