



EQUAL OPPORTUNITIES POLICY

Access Cornwall's Equal Opportunities objective lies at the very heart of the business and it is our mission to promote a culture of dignity, courtesy and respect for all.

Our aim is to observe and uphold the provisions of the Equality Act 2010 and to eliminate bias and all unlawful discrimination (both direct, indirect, and discrimination by association) in relation to job applicants, employees, our business partners, parents/guardians, students and other stakeholders.

The scope of this policy and its associated ways of working goes beyond immediate colleagues and encompasses:

- All existing employees
- All potential employees
- Work experience students, parents/guardians
- Volunteers
- Business partners (including suppliers)
- Sub-contractors & the self employed
- Workers (as defined by employment legislation, and including agency temps)
- Other stakeholders

Everyone within the business has a role to play and is responsible for challenging questionable behaviour and practice which does not align with our values, culture and policy framework.

In striving to maintain a culture of dignity, courtesy and respect we seek to:

- Achieve and maintain a workforce that responds to the diversity of our community and to society in general.
- Improve the standard and quality of our services provided by a balanced and productive workforce.



- Minimise staff turnover, absenteeism and sickness levels.
- Create and maintain a working environment which is free from unlawful discrimination (direct and indirect), harassment (including 3rd party harassment), victimisation and bullying; and within which such behaviour is not tolerated.
- Ensure that all employees and volunteers are aware of the types of behaviour that may constitute any of the above by developing awareness of the Equal Opportunities and Diversity Policy.
- Recognise the merits of developing a workforce that incorporates the many diverse skills and backgrounds from within the total population and accordingly strive to become an organisation that recognises, understands and values diversity and provides its employees with genuine opportunities to improve and reach their full potential.
- Ensure that all applicants for employment are treated fairly during the recruitment process and in accordance with relevant legislation and Codes of Practice.
- Ensure that all employees understand that harassment, bullying, discrimination and victimisation is unacceptable and will not be tolerated.
- Promote a culture and climate in which employees feel confident in bringing forward incidents or complaints of bullying, harassment and discrimination without fear of victimisation or retribution.
- Ensure that allegations are responded to quickly, positively and in confidence and that complaints are investigated in a manner which recognises the sensitivity of the issues raised and respects the rights and confidentiality of those involved, whilst dealing effectively with any malicious or vexatious claims of harassment, bullying or discrimination by taking the appropriate action.
- Regularly review procedures and selection criteria in recruitment and promotion practices to maintain an environment free from unlawful bias.

It is both unlawful and unacceptable for any applicant, employee, worker, business partner, student, parent/guardian or other stakeholder to be discriminated against, either directly or indirectly, on such ESF-HR April 2018 grounds (hereafter referred to



as “all grounds for discrimination”) and protected characteristics including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Signed:



Name: Victoria Carpenter, Director

Date: 13th October, 2020