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Assente Ltd

**Equal Opportunities
Policy**

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1. Statement of Policy

1.1 The aim of this policy is to communicate the commitment of the directors to the promotion of equality of opportunity in Assente Limited.

It is our policy to provide equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race
- Disability
- Sexual orientation
- Age

All actions will comply with the following acts:

- Sex Discrimination Act 1975 & 1986
- Race Relations Act 1976
- Disability Discriminations Act 2005
- Employment Equality (Age) Regulation 2006
- Gender Recognition Act 2004
- Equality Act 2006

1.2 We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees/associates and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

1.3 Assente Ltd recognises that the provision of Equal Opportunities in the workplace is not only good management practice, it also make sound business sense. Our Equal Opportunities Policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of Assente Ltd.

2. Who the policy applies to

2.1 The Equal Opportunities Policy applies to all employees, associates, job applicants and potential applicants, customers and members of third parties such as suppliers or contractors.

2.2 Assente Ltd will endeavour to provide a positive interaction with all those who use our services. It is the Director's aim to create an environment in which employees/associates, and customers are valued and treated with dignity and respect.

3. Equality Commitments

3.1 Assente Limited is committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Comply with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings

4 Implementation

4.1 The Directors have specific responsibilities for the effective implementation of this policy. However, all our staff and associates are responsible for the proactive implementation of this policy. We expect all our employees/associates to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy we shall:

- Communicate the policy to all employees, associates, job applicants and potential applicants as well as our customers
- Welcome feedback from customers and staff about improvements to the policy and their experience of its application
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of staff and associates
- Provide equality training and guidance as appropriate, including training within induction and/or as part of professional development
- Ensure that those who are involved in recruiting or promoting staff will be trained in non-discriminatory selection techniques
- Incorporate equal opportunity notices into general communication practices (such as meetings)
- Ensure that adequate resources are made available to fulfil the objectives of the policy
- Ensure that all undertaking programmes of study with us have access to the policy as well as being given specific description to enable them to understand how this policy might support them to have a full experience of learning with us

5. Monitoring and Review

5.1 Assente Limited will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy.

5.2 The effectiveness of our equal opportunities policy will be reviewed annually and action taken if necessary.

6. Complaints

6.1 Employees/Associates, or customers who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through either the grievance or complaints and appeals procedure. A copy of these procedures can be obtained from the office and the complaints and appeals procedure is also available on our website - www.assente.co.uk. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

6.2 In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under the following anti-discrimination legislation:

- Sex Discrimination Act 1975 & 1986
- Race Relations Act 1976
- Disability Discriminations Act 2005
- Employment Equality (Age) Regulation 2006
- Gender Recognition Act 2004
- Equality Act 2006
- Equal Pay Act 1970 as amended
- Carers (Equal Opportunities) Act 2004

However, employees wishing to make a complaint to a tribunal will normally be required to raise their complaint under the internal grievance or complaints and appeals procedure first.

6.3 Every effort will be made to ensure that employees, associates or customers who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

Date: 1st March 2010

Signature: Colette O'Neill.....

Review Date: March 2011