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# Perform Green

## Equality and Diversity Policy

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## DOCUMENT INFORMATION

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## 1. Introduction

Perform Green is committed to, and proactive in, ensuring that its procedures and practices are fair for all individuals in our workforce. The aim is for our workforce to be representative of all sections of society, and for each employee, associate, partner and client to feel respected and able to give their best. We are also proactive in ensuring that no individuals are disadvantaged as a result of their participation in any programme provided by the company.

We will ensure that we:

- treat everyone fairly, equitably and with respect
- do not use discriminatory practices in the working environment
- deal promptly with any complaints of discrimination
- ensure monitoring arrangements inform future policy and practice
- treat all clients fairly, equally and with respect

## 2. Policy Statement

Perform Green is committed to promoting and valuing equality and diversity. As a consulting business, we understand that our people are genuinely our greatest asset, and that their diversity offers benefits to our organisation and to our clients' organisations. Differences in, for example, culture and life experiences bring creativity, vitality and greater innovation to an organisation. We support the right of all people to be treated with integrity and respect. We are committed to promoting equality of opportunity and will eliminate discrimination in service provision and employment for the following groups of people as it is described in legislation. These are:-

- People of all ages;
- People of all genders;
- Women who are pregnant, or who have given birth and/or are breastfeeding
- People, who have undergone, are undergoing or are proposing to undergo a process to reassign their sex (gender reassignment)
- Those who are married or in a civil partnership (protected in employment only)
- People from ethnic minority groups
- LGBT+ people
- People with a religious faith and those who have none
- People with a physical and/or learning disability
- People with mental ill health

Perform Green's commitment to equality and diversity includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves in a manner that helps the organisation provide equal opportunities in employment, and prevents bullying, harassment, victimisation and unlawful discrimination.

### 3. Working with Clients

Understanding the nature of discrimination and how it impacts on an individual, as well as the ability of an organisation to deliver its services, is crucial to any client intervention. Ensuring all interventions are delivered to current standards and in a non-discriminatory way underpins the design and delivery of all Perform Green client programmes.

This is further supplemented by:

- use of the client's company policy to reinforce strategic links with client programmes where appropriate
- catering for individual needs as they arise within a programme
- agreeing a knowledge transfer contract with client staff
- drawing specific attention to diversity issues within the work place
- incorporating relevant issues into programme content
- addressing challenging behaviour when it arises
- evaluating any training processes provided to monitor practice via feedback from learners
- recognising that individuals start from different points in terms of experience, attitude and confidence in a training environment, and working to ensure all are comfortable with content, pace and style

### 4. Working with Partners

Perform Green will use all appropriate methods to ensure fairness and equality of opportunity in the workplace and that all partners are treated with dignity and respect. The company will be proactive in removing barriers that deny equality to people based on, for example: race, gender, disability, ethnic origin, sexual orientation, age, religious beliefs, political beliefs, or HIV status. The company will not tolerate processes, attitudes or behaviours that amount to discrimination, including harassment, victimisation and bullying through prejudice, ignorance, thoughtlessness and stereotyping. In practice this means, for example:

- Any advertising, processes and systems, as well as delivery of client programmes take full account of the policy statement.
- Training and Development programmes support positive action in ensuring

equity and fairness are mainstreamed.

- Consulting with clients to ensure all needs are catered for.
- Supporting partners and clients through their policies and procedures on complaints (including harassment, victimisation and bullying).
- Monitoring equality and diversity issues through our Quality Management System to direct future policy development and target appropriate action.

### 5. Policy in Action

Perform Green:

- Works with clients to ensure the working environment is free of discrimination, including harassment, victimisation and bullying.
- Makes it clear to partners and client staff if discrimination is evident that it is unacceptable.
- Acts promptly and thoroughly when dealing with any complaints of discrimination.
- Ensures fairness and the equality of opportunity policy is applied in all working practices.
- Works towards fair representation of ethnic minorities, women and people with disabilities.
- Will assess performance and potential of future employees, associates and partners on merit and without regard to stereotypes and assumptions.
- Takes responsibility for ensuring it keeps abreast of new legislation, or new standards, which require changing duties for clients.
- Ensures all partners working on behalf or with Perform Green are aware of this policy and their responsibilities.
- Ensures all partners are aware of and meet clients' quality standards and requirements.

## Appendix 1: Legislative Framework

Perform Green recognises its legal obligations under the following Acts and their amendments and strives to ensure compliance at all times. The company will seek to develop policies that comply with current and planned legislation, ensuring that its values and purposes are maintained whilst also sustaining and promoting diversity, as it grows and expands in the future.

### Rehabilitation of Offenders Act 1974

#### Trade Union and Labour Relations Act 1992

Discrimination in the knowledge of membership or non-membership of a trade union is unlawful

#### Asylum and Immigration Act 1996

All persons offered employment must supply documentary proof of their immigration status.

#### Employment Rights Act 1996

Protects employees with regard to employment rights

#### Protection from Harassment Act 1997

It is an offence to carry out behaviour that constitutes harassment.

#### Human Rights Act 1998

Prohibits discrimination on any ground

#### Equality Act 2010

The Act brings together for the first time all the legal requirements on equality that the private, public and voluntary sectors need to follow. It affects equality law at work and in delivering all sorts of services and running clubs. It replaces all the existing equality law including:

#### Equal Pay Act 1970 (as amended 1983)

The right of men and women in equal or comparable jobs to receive equivalent terms and conditions of employment

#### Sex Discrimination Act 1975 (and its amendments, 1986)

Discrimination on the basis of sex or marital status is unlawful

#### Race Relations Act 1976 (as amended 2000)

Discrimination on the basis of race, nationality or ethnic origin is unlawful

#### The Disability Discrimination Act 1995 (Amendment) Regulations 2003

The right of disabled people not to be discriminated against in employment and other areas: the regulations make a number of significant changes to the employment provisions of the DDA including ending the exemption of small employers from the scope of the DDA and ending a number of occupational exclusions.

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