

Equality and Diversity

Fairey Associates aim to provide a welcoming environment in which all employees are encouraged to realise their full potential, where every individual is valued and offered equal opportunity to progress. We will treat all employees with respect and dignity, and in an equivalent fashion, and will seek to provide a working environment free from harassment, discrimination and victimisation.

Fairey Associates will not tolerate any form of discriminatory behaviour from other employees or members of the public.

Equality and Diversity Policy

1. Policy Statement

Fairey Associates aim to provide a welcoming environment in which all employees are encouraged to realise their full potential, where every individual is valued and offered equal opportunity to progress.

To this end, Fairey Associates aim to ensure that all actual or potential employees are treated in an equivalent fashion, regardless of: age, disability; family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, gender, sexual orientation, trade union activity and any other irrelevant criteria.

2. Key principles

- Fairey Associates believes that all forms of prejudice and discrimination are unacceptable. In recognition of the fact that they can take a variety of forms, depending on the group against whom they are directed, Fairey Associates will adapt/develop policies embodying the issues specific to discrimination on the grounds of the following protected characteristics:
 - Age
 - Disability
 - Gender
 - Race
 - Religion or Belief
 - Sexual Orientation
 - Gender Reassignment
 - Pregnancy and Maternity
 - Marriage and Civil Partnership
- Fairey Associates will seek to challenge inequality, prejudice and discrimination.
- Fairey Associates will seek to advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.
- Fairey Associates embraces diversity in all its aspects, and aims to have a workforce and Management Team which reflects, at every level, the community it serves.



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- Fairey Associates will treat all employees with respect and dignity, and seek to provide a working environment free from harassment, discrimination and victimisation. Fairey Associates will not tolerate any form of discriminatory behaviour against its employees either from other employees or members of the public and will work to eliminate bullying and harassment in all its forms. Prompt and considerate action will be taken to investigate incidents of bullying and harassment.
 - In seeking to achieve a balanced workforce population at all levels, Fairey Associates will ensure that no employee, job applicant or candidate for promotion will be disadvantaged, or treated less favourably because of conditions or requirements that are not related to the job or programme of learning. Reasonable adjustments will be made to arrangements and premises to ensure equal access for people with disabilities.
 - In order to ensure that all staff and potential staff are treated with equality and fairness at all stages of employment, and that their treatment is based solely on objective and job related criteria, Fairey Associates will ensure that equality issues are embedded into all its policies and procedures.
 - Fairey Associates will seek to actively promote equality and diversity throughout Fairey Associates.

3. Structures

1. The Office Manager will have delegated responsibility for equality issues. The designated person will ensure that regular reports are made to the Management Team. All Head of Departments have the remit to promote Equality and Diversity across Fairey Associates and support teams and individuals.
2. A standing agenda item to discuss issues relation to Equality and Diversity will be included in Management Meetings under the agenda item "Staff".

4. Monitoring

- Fairey Associates undertakes to conduct comprehensive and effective monitoring of all aspects of staffing.
- Fairey Associates is committed to monitoring on an ongoing basis and as policies and practices change. Equality and Diversity will also be monitored as part of the Staff Review processes.
- The main forms of monitoring used by Fairey Associates will be the composition of the existing workforce, Management Team and the recruitment processes with particular reference to ethnicity, age, disability and gender.

5. Positive action

Fairey Associates undertakes to follow positive action measures allowed by law to rectify any disadvantages in employment revealed by monitoring. In particular to promote equality as detailed in Fairey Associates' Equality Objectives.

6. Training

Equality and diversity training will be provided to all staff as part of the induction process. Specific training will also be provided for throughout the year on different aspects of equality and diversity as appropriate.



7. Raising concerns

- If an employee believes they have not been treated fairly within the scope of this policy they may raise the matter through Fairey Associates' Grievance Procedures.

8. Publicising the policy

Fairey Associates' commitment to equal opportunities and the Equality and Diversity policy will be communicated widely to employees and the public at large through:

- employee induction programmes
- through Fairey Associates web site and Portal

9. Review

This policy will be reviewed on a regular basis in accordance with legislative developments and the need for good practice.