

Equality, Diversity & Inclusion Policy

Focus Management for Business Limited recognises that it is essential to provide equal and diverse opportunities to all persons without discrimination. This policy sets out the organisation's position on Equality, Diversity and Inclusion in all aspects of employment, including recruitment and promotion, and provides guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, disability, part-time and fixed term contract status, age, sexual orientation or religion.

In operating this policy Focus Management for Business Limited is committed to observing the requirements of the Equality Act 2010 and the Disability Equality Duty requirements of the Disability Discrimination Act 1995.

This policy will be reviewed in the event of subsequent legislation and in any case on an annual basis to ensure that all relevant current legislation is adhered to and incorporated into this policy.

As a provider of Training and other Human Resource products or services to Industry and Commerce, we are also committed to ensuring that the principals of Equality, Diversity and Inclusion are adhered to when dealing with any other persons or groups of people. We always treat our customers with utmost respect and expect our customers to treat us in a likewise manner too.

We are as an organisation committed to the principles of fair processing of individuals and will take whatever steps deemed necessary to ensure that all persons we come into contact with are treated in a fair and appropriate manner. We will ensure that all persons with learning or other difficulties are given the same access to training and development and where appropriate we will alter our training or service provision to enable this to happen.

1. Definition of Discrimination

(a) Discrimination can be direct or indirect. Both forms of discrimination must be avoided.

(b) Direct discrimination occurs when one person is treated less favourably than another on grounds relating to sex, race, marital status, age, disability, sexual orientation or religion.

(c) Indirect discrimination occurs where a requirement is imposed which can be complied with by a smaller proportion of persons of a particular sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, than persons in another group and which is not objectively justifiable in the given situation. Examples include:

- ❖ Seeking job applications only from persons under 27 years of age and with five years' post-graduate experience;
- ❖ Demanding technical qualifications for a job which are not strictly necessary;
- ❖ Sending only full time employees on training courses.

2. Statement of policy

(a) It is the policy of Focus Management for Business Limited to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment and service delivery.

(b) The organisation recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests. Focus Management for Business Limited recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.

(c) The application of recruitment, training, and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits.

(d) All employees of the organisation will be made aware of the provisions of this policy.

3. Recruitment and promotion

(a) Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

(b) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.

(c) All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.

(d) All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

4. Employment

(a) Focus Management for Business Limited will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.

(b) Focus Management for Business Limited will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.

(c) All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

5. Training

(a) Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

(b) All employees will be encouraged to discuss their career prospects and training needs with their Line Manager or the Company Directors

6. Monitoring

(a) It is the responsibility of the Managing Director to ensure that all aspects of this policy are kept under review and are operated throughout the organisation.

(b) Where it appears that applicants/employees are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria which exclude or discourage certain employees and, if so, whether these are justifiable.

7. Grievances and victimisation

(a) Focus Management for Business Limited emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organisation's Disciplinary Procedure.

(b) Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.

8. Documentation

(a) All our documentation wherever it appears is in line with current legislation and company policy.

(b) We use a number of formats and various media to inform people about our services and employment opportunities, these are:-

- a. Direct Mail – Letters, Notes, Forms and other written documentation
- b. Brochures – ours and other organisations
- c. Email
- d. Web Sites
- e. Facebook
- f. Twitter
- g. Text Messaging from Mobile devices

(c) It is our aim to use modern technology within Focus Management for Business, its subsidiary companies and associates. We aim to implement safe guards to ensure that all aspects of Equality and Diversity whether policy or legislation are adhered to.

Signed on behalf of Focus Management for Business Limited



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Managing Director
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