



This model policy statement is a framework that employers in London can use to set out their policy on equality and diversity and how they plan to implement it. It should be amended to make it appropriate for your organisation or business. If you are a small or medium sized enterprise you will probably have different things to say around implementation than larger businesses, who should include more detail about what they are doing to promote equality and eliminate unlawful discrimination and harassment.

This model policy will help to ensure that you do what is necessary to comply with the equality obligations set out in the anti-discrimination legislation in GB. Your policy can, of course, extend to other groups that are not currently covered by the law, for example ex-offenders, and you may also wish to think about including your customers or others who use your services.

What should my policy include?

1. Your commitment to equality of opportunity and eliminating unlawful discrimination
2. The aims of the policy
3. Who the policy applies to
4. Who has responsibility for its implementation
5. What you plan to do to implement the policy
6. How the policy will be monitored
7. How you will deal with complaints of discrimination

Additional information

You may wish to add further information about other policies and procedures, such as grievance procedures, harassment policy, etc as appendices to this policy statement and tell the reader where these can be accessed and where they can go for more guidance.

Name of company or organisation

Equal Opportunities Policy

1. Our policy

This policy sets out the commitment of (Name of company or organisation), its Board of Directors, Chief Executive and senior management (Delete or amend as appropriate) to promote equality of opportunity and work to eliminate unlawful and unfair discrimination and harassment in the workplace.

We value our employees and recognise the contribution they make to our business and we are committed to providing equality for all irrespective of:

- age
- disability
- ethnicity
- gender (including gender reassignment)
- religion or belief
- sexual orientation

We will work to ensure that all of our employees, as well as those who apply or seek to apply to work with us, will be treated fairly and will not be subjected to discrimination on any of these grounds. (If appropriate include volunteers, contract and agency workers, trainees or those on work placement.) We will make whatever reasonable adjustments are required to provide disabled people with a fair chance to access employment opportunities.

2. Our commitments

We will:

- promote equality of opportunity for all
- promote a productive and harmonious workplace where there is mutual respect and harassment and bullying is not tolerated
- prevent unlawful discrimination, direct and indirect, and victimisation
- comply with our legal obligations, as set out in Appendix 1
- take seriously and address any breaches of this policy

3. How we will implement this policy

(Name of senior person with responsibility) has overall responsibility for the implementation of this policy. Each manager (insert others as appropriate, for example Directors) is accountable for delivering the equality commitments in their areas of responsibility and all employees are expected to abide by the policy.

To implement this policy we will:

- include appropriate equality objectives and responsibilities in each job description
- provide our employees with the necessary knowledge and skills to help ensure that the workplace is free from discrimination and harassment
- train all those who are involved in recruitment and selection, whether for vacant posts, promotions or training opportunities
- regularly review our employment policies and procedures to ensure they do not unlawfully or unfairly discriminate
- gather equality information on our workforce and job applicants
- make all necessary reasonable adjustments and consider options for flexible working
- work to make our workforce more representative and, where possible, undertake lawful positive action
- seek commitments from our suppliers that they are taking steps to promote equality and eliminate discrimination
- make sure that there are sufficient resources in place to implement this policy effectively

4. Policy review

We will keep this policy under review and will regularly assess the progress we are making toward achieving our equality commitments. We will take action when we identify areas where inequality or discrimination may exist.

5. Complaints of discrimination

If you believe that you have suffered any form of discrimination, harassment or victimisation you can raise this matter through the grievance procedure, (or other procedure if appropriate) a copy of which is available from (specify). All complaints will be dealt with promptly and in accordance with the agreed procedures.

You also have the right to make a complaint to an Employment Tribunal. However, you normally have to have raised your complaint under our internal procedures first. For more information speak to (specify, if appropriate), or for guidance on statutory disciplinary and grievance procedures see www.acas.org.uk.

Anyone who makes a complaint of discrimination must not be victimised. We will make every effort to ensure victimisation does not occur and any complaints will be taken seriously and dealt with promptly.

Signed _____
Chief Executive (or Board Member/Owner, as appropriate)

Date _____

Equal Opportunities Policy Statement

Equality Legislation

Age

Employment Equality (Age) Regulations 2006

Disability

Disability Discrimination Act 1995 as amended

Ethnicity/Race

Race Relations Act 1976

Gender

Sex Discrimination Act 1975 as amended

Equal Pay Act 1970, as amended

Sexuality

Employment Equality (Sexual Orientation) Regulations 2003

Religion or belief

Employment Equality (Religion or belief) Regulations