

# See the potential within



## Equality Policy

Although not required by law, it is recommended that businesses have an Equality Policy with an action plan in place. An Equality Policy:

- states your values on equality and diversity (fairness) and how they will be put into practice
- shows your staff, potential recruits and customers that you are serious about fairness and helps them understand what behaviour you expect, what is not acceptable and what they can expect of you
- helps win business. Public sector and other large organisations consider equality policies as part of the necessary criteria when evaluating new supplier contracts
- underpins your action plan
- helps you comply with equality legislation

Remember: without an action plan with regular reviews to back it up, no matter how well-written your policy, there is no means of ensuring it has any impact.

See [www.acas.org.uk](http://www.acas.org.uk) for guidance on drawing up an action plan. Find it under Publications / Advisory Booklet / Tackling discrimination and promoting equality

### PROCUREMENT

An Equality Policy could help your company to win new business.

Public sector and other large organisations may take Equality Policies into account when awarding contracts.

### Further Information

You will find further advice and guidance from the following web addresses:

[www.susescotland.co.uk](http://www.susescotland.co.uk)

[www.equalityhumanrights.com](http://www.equalityhumanrights.com)

[www.acas.org.uk](http://www.acas.org.uk)

[www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

[www.cipd.co.uk](http://www.cipd.co.uk)

[www.dti.gov.u](http://www.dti.gov.u)

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## Sample Equality Policy

(Company name) is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

To that end the purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Our commitment:

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.

- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- Equality in the workplace is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.

Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

- This policy is fully supported by senior management and has been agreed with trade unions and/or employee representatives. (Insert details if appropriate).
- The policy will be monitored and reviewed annually.
- Implementation.

Source: ACAS August 2008