



## DIVERSITY AND DIGNITY AT THE WORK PLACE POLICY

Adopted 13/04/23  
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# **Diversity and Dignity at Work Policy**

## **Valuing Diversity Statement**

Up-Grade Training and Therapy Ltd values diversity and seeks to provide all staff with the opportunity for employment, career and personal development on the basis of ability, qualifications and suitability for the work.

We believe that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way we work more effective and efficient.

The company will not tolerate direct or indirect discrimination against any person on grounds of race, religion, age, sex, marital status, disability, sexual orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer or dismissal.

All staff and volunteers are responsible in their daily actions, decisions and behaviour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, customers, suppliers or any other person associated with the Company.

## **Key Actions**

By adopting these principles Up-Grade Training and Therapy Ltd will:

- Not tolerate acts that breach this policy. All such breaches or alleged breaches will be taken seriously. They will be fully investigated and may result in disciplinary action where appropriate
- Fully recognise its legal obligations under all relevant legislation and codes of practice.
- Allow staff to pursue any matter through the internal procedures if they believe that they had been exposed to inequitable treatment within the scope of this policy.
- Offer opportunities for flexible working patterns to staff and volunteers, wherever it is operationally feasible.
- Provide equal opportunity to all who apply for vacancies, including voluntary roles, through open competition.
- Select candidates only on the basis of their ability to carry out the job, using a clear and open process.
- Select volunteers only on the basis of their ability to carry out the specified role, using a clear and open process.
- Provide all employees with the training and development that they need to carry out their job effectively.
- Provide all reasonable assistance to employees who are or who become disabled, making reasonable adjustments wherever possible to provide continued employment. Up-Grade Training and Therapy Ltd will ensure an appropriate risk assessment is carried out and that appropriate specialist advice is obtained when necessary.
- Ensure everyone working for or with the Company has access to this policy.

## **Dignity at Work Statement**

The Company believes that the working environment should at all times be supportive of the dignity and respect of individuals. If a complaint of harassment is brought to the attention of the MANAGING DIRECTOR, it will be investigated promptly and appropriate action will be taken.

## **What & How of Harassment**

Harassment can be defined as *conduct which is unwanted and offensive and affects the dignity of an individual or group of individuals.*

Sexual harassment is defined as *unwanted conduct of a sexual nature, or other conduct based on sex, affecting the dignity of any person at work.* This can include unwelcome physical, verbal or non-verbal conduct.

### **People can be subject to harassment on a wide variety of grounds including:**

- Race, ethnic origin, nationality or skin colour.
- Sex or sexual orientation.
- Religious or political convictions.
- Willingness to challenge harassment, leading to victimisation.
- Disabilities, sensory impairments or learning difficulties.
- Status as ex-offenders.
- Age.
- Real or suspected infection with a blood borne virus (eg AIDS/HIV).
- Membership of a trade union or activities associated with membership.

### **Forms of harassment may include:**

- Physical contact ranging from touching to serious assault.
- Verbal and written harassment through jokes, offensive language, gossip and slander, sectarian songs, letters and etc.
- Visual display of posters, graffiti, obscene gestures, flags and emblems.
- Isolation or non-cooperation at work, exclusion from social activities.
- Coercion ranging from pressure for sexual favours to pressure to participate in political/religious groups.
- Intrusion by pestering, spying, following someone.
- Bullying.

### **What should I do if I am subjected to Harassment?**

If you feel you are being harassed you are strongly encouraged to seek early advice/support from the MANAGING DIRECTOR. If you feel that the MANAGING DIRECTOR is harassing you, then you should contact the Chair of Trustees.

You should also keep a written record detailing the incidents of harassment and any requests made to the harasser to stop. This written record should be made as soon as possible after the events giving rise to concern and should include dates, times, places and the circumstances of what happened.

The Company has a formal procedure for dealing with these issues which you can obtain from the MANAGING DIRECTOR.