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# Equality, Diversity and Inclusion Policy



## 1. Policy Statement

Alliance ("the Company") recognises the importance of embracing diversity in our workplace. We are committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on any grounds to employees, clients and customers alike. Such grounds include age, race, sex, gender identity or reassignment, pregnancy and maternity, marital or civil partnership status, physical or mental disability, religion or beliefs, sexual orientation, language, socioeconomic background and any other similar characteristic. We strive to ensure everyone feels welcome and employees are expected to actively contribute to the well-being of their co-workers. Alliance is committed to actively opposing all forms of discrimination and addressing any diversity issues which may arise in a fair and sensitive manner. We aim to provide a service that does not discriminate against any client or customer in the means by which they can access the services and goods supplied by the Company. Alliance believes that all employees and clients are entitled to be treated with respect and dignity.

## 2. Objectives of this Policy

- 2.1 To prevent, reduce and eliminate all forms of unlawful discrimination including direct and indirect discrimination, harassment, bullying and victimisation in line with the Equality Act 2010.
  - 2.2 To ensure equality of opportunity across all activities of the business through the eradication of all unfair and discriminatory practice. The Company strives to make certain that recruitment, promotion, training, development, assessment, benefits, pay, terms and conditions of employment, redundancy and dismissals are determined on the basis of capability, qualifications, experience, skills and productivity.
  - 2.3 To ensure that all colleagues know their responsibilities in creating and maintaining an inclusive workplace.
  - 2.4 To promote good relations between people of a diverse background.
  - 2.5 To recognise and encourage the full and varied contributions to the achievement of the Company's mission made by individuals from diverse backgrounds and with a wide range of life experiences.
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### 3. Designated Officer

Name: Paul Bonson  
Position: Director  
Telephone: 0844 499 4300

### 4. Definition of Discrimination

Discrimination is unequal or differential treatment which leads to one person being treated more or less favourably than others are, or would be, treated in the same or similar circumstances. Such inequality can arise on the grounds of age, race, sex, gender identity or reassignment, pregnancy and maternity, marital or civil partnership status, physical or mental disability, religion or beliefs, sexual orientation or any other similar characteristics. Alliance acknowledges that discrimination affects people in complex ways and is committed to challenging all forms of inequality. Discrimination may be direct or indirect, and includes discrimination by perception and association.

### 5. Types of Discrimination

#### 5.1 Direct Discrimination

Direct discrimination occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of age, race, sex, gender identity or reassignment, pregnancy and maternity, marital or civil partnership status, physical or mental disability, religion or beliefs, sexual orientation or any other similar characteristics.

#### 5.2 Indirect Discrimination

Indirect discrimination is the application of a policy, criterion or practice which the employer applies to all employees but which functions such that:

- It is detrimental to a considerably larger proportion of people from an identity group that the person the employer is applying it to represents;
- The employer cannot justify the need for the application of the policy on a neutral basis; and
- The person to whom the employer is applying it suffers detriment from the application of the policy.

For example, a requirement that all employees must be 6ft tall if that requirement is not justified by the position would indirectly discriminate against employees with an oriental ethnic origin, as they are less likely to be able to fulfil this requirement.

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### **5.3 Harassment**

This occurs when a person is subjected to unwanted conduct that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

### **5.4 Victimisation**

This occurs when a person is treated less favourably because they have brought or intend to bring proceedings or they have given or intend to give evidence.

## **6. Unlawful Reasons for Discrimination**

### **6.1 Age**

It is not permissible to treat a person less favourably because of their age. This applies to people of all ages. This does not currently apply to the calculation of redundancy payments.

### **6.2 Race**

It is not permissible to treat a person less favourably because of their race, the colour of their skin, their nationality or their ethnic origin.

### **6.3 Sex**

It is not permissible to treat a person less favourably on the grounds of sex, marital status, civil partnership, pregnancy or maternity, gender reassignment or transgender status. This applies to men, women, non-binary persons and those undergoing or intending to undergo gender reassignment. Sexual harassment of any man, woman or non-binary individual can be found to constitute sex discrimination.

### **6.4 Gender Identity**

It is not permissible to treat a person less favourably on the grounds of their gender identity.

### **6.5 Pregnancy and Maternity**

It is not permissible to treat a person less favourably on the grounds of their pregnancy or maternity.

### **6.6 Marital or Civil Partnership**

It is not permissible to treat a person less favourably on the grounds of their marital or civil partnership status.

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## **6.7 Disability**

It is not permissible to treat a person less favourably on the grounds of them having a disability. This applies to both physical and mental disabilities. Reasonable adjustment must be made to give the person with a disability as much access to any services and opportunity to be employed, trained, or promoted as a person without a disability.

## **6.8 Religion or Belief**

It is not permissible to treat a person less favourably because of their religious or other beliefs or lack thereof.

## **6.9 Sexual Orientation**

It is not permissible to treat a person less favourably because of their sexual orientation. This includes the treatment of individuals who identify as heterosexual, homosexual, bisexual, asexual and any and all other sexual identities.

## **7. Positive Action in Recruitment**

Alliance cannot lawfully discriminate in the selection of colleagues for recruitment or promotion, but may use appropriate lawful methods, including lawful positive action, to address the under-representation of any group which the Company identifies as being underrepresented in particular types of job. Under the Equality Act 2010, positive action in recruitment and promotion applies as of 6 April 2011. 'Positive action' refers to the steps that the Company can take to encourage people from groups with different needs or with a past record of disadvantage or low participation to apply for positions within the Company.

If Alliance chooses to utilise positive action in recruitment, this will not be used to treat people with a protected characteristic more favourably, it will be used only in tie-break situations, when there are two or more candidates of equal merit applying for the same position.

## **8. Reasonable Adjustments**

The Company recognises its duty to make reasonable adjustments to facilitate the employment of a person with a disability. These may include:

**8.1** Making reasonable adjustments to premises;

**8.2** Re-allocating some or all of an employee with a disability's duties;

**8.3** Transferring an employee with a disability to a role better suited to their abilities;

**8.4** Relocating an employee with a disability to a more accessible office;

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- 8.5 Giving an employee with a disability time off work for medical treatment or rehabilitation;
  - 8.6 Providing training or mentoring for an employee with a disability;
  - 8.7 Supplying or modifying equipment, instruction and training manuals for an employee with a disability in order to ensure accessibility of such materials; or
  - 8.8 Any other adjustments that the Company considers reasonable and necessary provided such adjustments are within the financial means of the Company. If an employee has a disability and feels that any such adjustments could be made by Alliance to improve the accessibility of any aspect of the workplace, they should contact the Designated Officer.

## **9. Responsibility for the Implementation of this Policy**

- 9.1 The Company takes responsibility for achieving the objectives of this Policy, and endeavours to ensure compliance with relevant Legislation and Codes of Practice.
- 9.2 The co-operation of all employees is essential for the success of this Policy. All employees, subcontractors and agents of the Company are required to act in a way that does not subject any other employees or clients to direct or indirect discrimination, harassment or victimisation on any grounds.
- 9.3 Managers are responsible for fostering a culture in which compliance with this Policy is regarded as integral to the work of the area and in which equality and diversity issues are actively promoted. Managers should ensure that all employees are encouraged, supported and afforded the opportunity to reach their full potential.

## **10. Acting on Discriminatory Behaviour**

- 10.1 In the event that an employee is the subject or perpetrator of, or witness to, discriminatory behaviour, please report to the Designated Officer, Paul Bonson, immediately.
  - 10.2 Acts of discrimination, harassment, victimisation or bullying against colleagues, clients or customers are disciplinary offences and will be dealt with under the Company's disciplinary procedure. Employees may be held independently and individually liable for their discriminatory acts by the Company and in some circumstances an Employment Tribunal may order them to pay compensation to the person who has suffered as a result of discriminatory acts.
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## **11. Advice and Support on Discrimination**

Employees may contact their employer or trade union representative if access to such an individual is possible.

**Other contacts include:**

### **Equality and Human Rights Commission**

#### **Manchester**

Arndale House, The Arndale Centre, Manchester. M4 3AQ.

#### **London**

Fleetbank House, 2-6 Salisbury Square, London. EC4Y 8JX.

#### **Cardiff**

Block 1, Spur D, Government Buildings, St Agnes Road, Gabalfa, Cardiff. CF14 4YJ.

#### **Glasgow**

151 West George Street, Glasgow. G2 2JJ.

**Telephone Advice Line: 0808 800 0082**

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

#### **Citizens Advice Bureau**

Myddleton House, 115-123 Pentonville Road, London. N1 9LZ.

**Website: [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)**

#### **Community Legal Services Direct**

**Telephone: 0845 345 4 345**

**Website: [www.clsdirect.org.uk](http://www.clsdirect.org.uk)**

## **12. The Extent of the Policy**

**12.1** The Equality, Diversity and Inclusion Policy aims to ensure that all areas of the Company's business are protected from discrimination, harassment, victimisation and bullying of any kind. The Company seeks to apply this policy in the recruitment, selection, training, appraisal, development and promotion of all employees as well as all interactions with customers and clients. The Company offers goods and services in a fashion that complies with the spirit of this policy.

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**12.2** This policy does not form a part of any employment contract with any employee and its contents are not to be regarded by any person as implied, collateral or express terms to any contract made with the Company.

**12.3** The Company reserves the right to amend and update this policy at any time.

### **13. Relevant Legislation**

Alliance will implement its Equality, Diversity and Inclusion Policy in accordance with current legislation and codes of practice including:

- Equality Act 2010
- EU Anti-Discrimination Directives (which currently include the Race Relations Act 1976 (Amendment) Regulations 2003, Religion and Belief Regulation 2003 and Sexual Orientation Regulation 2003)
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Race Relations Amendment Act 2000
- Human Rights Act 1998
- Disability Discrimination Act 1995 and Amendment Act 2005
- Race Relations Act 1976
- Sex Discrimination Act 1975 and 1986
- Equal Pay Act 1970 and Amendment 1983
- Civil Partnerships Act 2004
- Employment Equality (Age Regulation) 2006
- Employment Equality (Sex Discrimination) Regulations 2005
- Racial and Religious Hatred Act 2006

**This policy has been approved & authorised by:**



Name: Paul Bonson  
Position: Director  
Date: 1.1.23