

Ribble Consultants

Equal Opportunities Policy

1. Purpose

1.1. To confirm the commitment of Ribble Consultants to the principle of equal opportunities for all. The policy covers all people who have contact with the business, including direct clients and people attending training courses, seminars or coaching run by Ribble Consultants.

1.2. To ensure that Ribble Consultants complies with all laws and directives relevant to equal opportunities and those procedures are in place to clarify and support this intention.

1.3. To ensure that Ribble Consultants has a sound system of monitoring and review of progress so that good practice is identified, issues addressed and a culture of equal opportunities is embedded in all aspects of its work.

2. Scope

All current and/or prospective staff and clients are included in the policy.

3. Statement

3.1. Ribble Consultants provides training, coaching, and consultancy across a wide range of different subjects in a variety of contexts and in other countries. As such our client base is diverse, bringing us into contact with people from a wide range of backgrounds, education experience, age, culture, physical/emotional ability and ambition. The procedures enshrined within this policy will ensure that all persons involved with Ribble Consultants are treated with respect, courtesy, integrity and equality of opportunity in all aspects of their contact with us.

3.2. Our policy is to ensure that no person associated with Ribble Consultants receives less favourable treatment on the grounds of: - gender, racial or ethnic origin, nationality, religion, marital status, age, disability, ability in numeracy or literacy, behavioural or learning difficulties, sexual orientation or preference, unemployment, language, culture or social background, or for any other identifiable discriminatory cause.

4. Responsibilities

4.1. The ultimate responsibility for the operation of this policy lies with the Senior Partner. All staff have direct responsibility for the implementation of procedures relevant to their area of work.

4.2. Every member of staff has a responsibility for ensuring they behave in a manner consistent with equal opportunity principles.

4.3. Each formal procedure associated with this policy will clearly state the relevant staff responsible for implementation.

4.4. Statistical information will be gathered and analysed regularly as part of monitoring and reviewing progress. Information will be forwarded to relevant staff for action.

5. *Implementation*

5.1. The Equal Opportunity Policy will be issued to all staff through the Staff Handbook and to clients on request.

5.2. Staff training programmes will incorporate general and specific matters relating to Equal Opportunities with particular reference to new and developing guidance on legislation e.g. Human Rights Act, Disability Discrimination Act.

5.3. Any member of staff or client who believes himself or herself to have been subjected to unfair treatment as described in this policy and associated procedures should report their concern to the Senior Partner.

5.4. Staff are required to report any case of alleged discrimination or harassment to the Senior Partner.

6. *Grievances*

6.1. Grievance procedures are available to any member of staff or client who believes he or she may have been unfairly discriminated against.

6.2. The members of staff and clients will not be victimised in any way for making such a complaint in good faith.

6.3. Complaints of this nature will be dealt with seriously, in confidence and as soon as possible.

6.4. In the event of it proving impossible to come to an amicable agreement related to any grievance through internal procedures, Ribble Consultants will use the provisions of professional organisations of which it is a member to come to a resolution. These specifically include the Institution of Economic Development (IED Consultants Code of Professional Conduct) and the North East Chamber of Commerce.

7. *Process for Monitoring*

7.1. An annual report on equal opportunities will be compiled and will be made available to all staff and clients who request it.

Laws and directives which inform the development of this policy and associated procedures and practice:

Human Rights Act 1948 and 1998
Equal Pay Act 1970
Health & Safety at Work Act 1974
Rehabilitation of Offenders Act 1974
Sex Discrimination Act 1975
Race Relations Act 1976
European Equal Treatment Directive 1976
Disability Discrimination Act 1995
Employment Rights Act 1996
Protection from Harassment Act 1997
Treaty of Amsterdam 1997
Data Protection Act 1998
Working Time Regulations 1998
Sex Discrimination (Gender Reassignment) Regulations 1999
Part Time Workers Regulations 2000