

Equality, diversity and inclusion Policy Guidance

This guidance applies to standard 2- leadership and management as this standard requires you to have an equality, diversity and inclusion policy.

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone. Further information can be found here <https://www.gov.uk/guidance/equality-act-2010-guidance>

Equality and discrimination- Creating fair workplaces

The aim of the Equality Act 2010 is to improve equal job opportunities and fairness for employees and job applicants. Organisations should have policies in place so these outcomes happen and, just as importantly, to prevent discrimination. Under the Act, it is unlawful to discriminate against people at work because of nine areas termed in the legislation as protected characteristics:

- Age
- Disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation.

The above information was taken from the ACAS website <http://www.acas.org.uk/index.aspx?articleid=1363>

Key elements to include in your equality, diversity and inclusion policy:

- The introductory statement should be very clear about your organisation's commitment to equal opportunities and non-discriminatory procedures and practices.
- All the forms of discrimination covered by the Equality Act 2010 should be mentioned in the policy. This includes age, sex, race, disability, religion or belief, sexual orientation and pregnancy/maternity.
- Make it clear that all employees are expected to respect and act in accordance with the policy and that any bullying or harassment in the workplace would be totally unacceptable and subject to action.
- Emphasise that equality of opportunity exists for all job applicants and employees workers.
- The policy should clearly define and explain the difference between key terms such as bullying, harassment and victimisation so that there is no confusion about these terms.

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- Explain the procedure that your organisation has put in place to deal with complaints regarding discrimination, bullying and victimisation. Include a link to a detailed, step by step grievance procedure that features the name and contact details of the manager or director who has overall responsibility for the policy.
- Ensure that all employees are aware that an equal opportunities policy exists and keep the policy regularly updated and communicated so no employee can use the excuse of ignorance.

The above information was taken from <https://www.eoc.org.uk/equal-opportunities-policy/>

ACAS have developed guidance on equality, diversity and inclusion
<https://www.acas.org.uk/improving-equality-diversity-and-inclusion>

An example equality, diversity and inclusion policy template from ACAS can be found here <https://www.acas.org.uk/equality-policy-template>

Note: This template is an example that an employer can adapt or develop to meet its needs. Policies should be tailored for your organisation and there are many other example templates available should you wish to use them.

ACAS also have a number of free publications to download on the subject of equality and diversity. Visit www.acas.org.uk

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