



**EXTRACTS FROM
EQUALITY & DIVERSITY POLICY**

Contents

		Page Number
Section 1	Policy Statement	3
Section 2	Scope	3
Section 3	Access to the procedure	3
Section 4	Roles and Responsibilities	3

1. POLICY STATEMENT

- 1.1 This document outlines the Equality and Diversity Policy for Rossendales Group. Rossendales is committed to promoting positive measures that eliminate all forms of unlawful or unfair discrimination on the grounds of age, marital status, disability, race, nationality, gender, religion, sexual orientation, gender reassignment, ethnic or national origin, beliefs ("Protected Characteristics") as well as domestic circumstances, social and employment status, political affiliation or trade union membership or any other condition not justified by law or relevant to the requirements of the post.
- 1.2 By committing to a policy encouraging equality of opportunity and diversity, Rossendales values differences between members of the community and within its existing workforce, and actively seeks to benefit from their differing skills, knowledge, and experiences in order to provide an exemplary service.
- 1.3 Rossendales will therefore take every possible step to ensure that individuals are treated equally and fairly, with dignity and mutual respect, and that decisions in recruitment, selection, training, promotion and career management are based solely on objective and job-related criteria.
- 1.4 This policy not only applies to the working environment, employment opportunities and relationships between staff but also to the provision of our services on behalf of our clients and our interaction with members of the public.

2. SCOPE

- 2.1 This policy applies to all Rossendales employees, workers, contractors, temporary workers, applicants, service users, and any other persons connected with the businesses of Rossendales.

3. ACCESS TO THE PROCEDURE

- 3.1 All employees are entitled to access to this policy which is located in the Human Resources Business Manual and on Rossendales IT Portal. Copies are also available from the Human Resource Department and any employee can seek guidance from line management or the Human Resource Department.

4. ROLES AND RESPONSIBILITIES

- 4.1 The Board of Directors has overall responsibility for the provision of equal opportunities within Rossendales.
- 4.2 The Human Resources Department is responsible for keeping the provisions within this policy in line with employment legislation and best practice people management principles.
- 4.3 Managers and HR staff are responsible for providing advice and guidance to employees on the application of this policy and procedure.
- 4.4 All staff are personally responsible for the practical application of this policy, and must support Rossendales in creating and maintaining an environment that promotes equality or opportunity and diversity in practice. It is therefore the duty of all staff to co-operate with the measures introduced by Rossendales to ensure equal opportunities and non-discrimination. They must therefore report incidents of discrimination, abuse, victimisation or pressure to

discriminate to their line manager or HR and personally refrain from any discriminatory behaviour.

- 4.5 There should be no victimisation of any persons lodging a grievance, complaint or proceedings about discriminatory behaviour or against any individual or witness who supports such complaint, grievance or proceedings. . All complaints will be taken seriously and where appropriate, will be dealt with through the relevant Rossendales procedures.

HRP 1-129/04

©Rossendales Ltd