

Equality and Diversity Employment Policy

Policy statement

Roffey Park is committed to equal opportunities and encouraging diversity amongst our workforce. Our aim is that our recruitment practices encourage candidates from all sections of society and that each employee feels comfortable in their working environment, respected and able to give of their best. These same principles apply equally to our treatment of our clients, participants and suppliers.

Purpose

The purpose of this policy is to provide equality and fairness for all, and not to discriminate on grounds of marriage or civil partnership, race, pregnancy and maternity, gender reassignment, ethnic origin, colour, nationality, sex, national origin, disability, sexual orientation, religion or belief, age or any form of unlawful discrimination. It also recognises that diversity stretches beyond those aspects protected by law and may include personality type, background, learning style and many other facets of human nature. We see difference as a great strength for our organisation and welcome expression of difference to the good of the individual and of Roffey Park as a whole.

Application

This policy applies to the process of recruitment and selection, promotion, training, conditions of work, pay and benefits and to every other aspect of employment, including general treatment at work and in the termination of employment. We will treat all employees, whether part-time or full-time, permanent or temporary, fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and suitability.

Staff who have a disability, whether long-term or recently developed, permanent or temporary, are encouraged to discuss any particular needs, in confidence, with their line manager. This will enable us to assess whether there are any reasonable adjustments that could be made to improve their working conditions to assist in achieving their full potential.

Any employee who believes that Roffey Park has applied inequitable treatment to them within the scope of this policy may raise the matter with their line manager or the Director of Support Services and, if necessary, may pursue a case through the appropriate grievance procedure. We are concerned to ensure that staff feel comfortable about raising such complaints. No individual will be penalised for raising such a complaint unless the substance of the complaint is untrue or made in bad faith, for example out of malice.

We will challenge discriminatory behaviour and encourage all staff to do the same. Acts of discrimination or abuse of this policy will be regarded as gross misconduct and, if proven, could lead to summary dismissal.

Monitoring

We will monitor the composition of our workforce to measure the effectiveness of this policy. This policy will be implemented through an Action Plan, developed and monitored by a cross-section of staff, including senior management, to measure its impact.

Further information

Any questions about the application of this policy should be addressed to your line manager or the Director of Support Services, as should any requests for special training.



A Vision for Diversity and Equality at Roffey Park

Our overarching vision is that we will become:

- a place where everyone who works for us feels that who they are and what they do is valued and important.
- a place where everyone who visits us feels welcomed, well-treated, equally valued and able to be themselves.

We also want to be a diverse organisation...

- ...in which there is widespread and **ever-deepening understanding** of diversity and equality issues, so that we can harness the full potential of diversity to help us achieve Roffey Park's wider vision and long-term success.
- ...in which diversity, equality, respect and inclusion are **values that form part of our everyday thinking and ways of relating** as we go about our day-to-day business
- ...known as a **living example of good practice** in diversity and equality because of:
 - Our inclusive and supportive approach as an employer*
 - Our pioneering and thought-provoking research and writings*
 - Our challenging and inclusive training and education programmes*
 - Our welcoming and accessible training and conference venue*

* what we mean by these is expanded overleaf

(Updated October 2008)

A Vision for Diversity and Equality at Roffey Park

Our vision is that we will become a living example of good practice as:

An inclusive and supportive employer...

...that is an 'employer of choice', attracting and sustaining a diverse workforce, representative of the diversity of those we serve; diversity that may be obvious (eg gender, colour, age, accent, wheelchair users) and diversity that may be less obvious (eg sexuality, disability, belief)

...that communicates to all our staff, of all functions, that their contribution is recognised and valued, that everyone contributes to the success of Roffey Park whatever their role, background or experience

...that encourages learning at all levels and seeks to develop and maximise the potential of all our staff, managing and rewarding everyone consistently and fairly

A pioneering and thought-provoking research institute...

... that researches, shares and encourages good practice in equality and diversity management through its research, writings, conferences, seminars and workshops.

...that people turn to for the latest thinking, ideas and good practice in equality and diversity management in the UK, Europe and beyond

A challenging and inclusive management training and education provider...

...that takes into account the needs of a diverse client group in the way we design and deliver learning and development interventions, ensuring our learning resources and materials are accessible to all our learners

...that encourages leaders and managers to promote equality and to value diversity through our various programmes, helping them develop the skills and knowledge they need to manage diversity well for the good of their organisations

A welcoming and accessible training and conference venue...

...where a wide diversity of people feel welcomed, valued and comfortable

...where our buildings and grounds, and the facilities within them, are accessible to all

