



EQUALITY AND DIVERSITY POLICY

Full of Life ('The Company') is committed to promoting equal opportunities in employment. All of Full of Life's employees and job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. ('Protected Characteristics')

Full of Life is also committed to promoting equal treatment for all those who access services through Full of Life.

1. About This Policy

- 1.1 This policy sets out the Company's approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with the Company including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.
- 1.2 This policy covers all employees, officers, consultants, contractors, casual workers and agency workers.
- 1.3 This policy does not form part of any employee's contract of employment and the Company may amend it at any time.

2. Discrimination

- 2.1 You must not unlawfully discriminate against or harass other people including current or former employees, job applicants, clients, customers, suppliers and visitors. This applies in the work place, outside the work place (when dealing with customers, suppliers or other work related incidents) and on work-related trips or events including social events.
- 2.2 The following forms of discrimination are prohibited under this policy and are unlawful:
 - (a) Direct Discrimination – treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
 - (b) Indirect Discrimination – a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others and is not justified. For example, requiring employees to be clean-shaven could adversely affect Sikh employees whose traditional religious teachings require men not to shave their beards. Such a requirement could be discriminatory unless it can be justified.

- (c) Associative Discrimination – this refers to discrimination based on an individual's association with another person belonging to a relevant protected group. The relevant protected groups are Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex and Sexual Orientation.
- (d) Perceptive Discrimination – this refers to discrimination based on a perception that an individual is a member of a relevant protected group when in fact they are not. The relevant protected groups are Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex and Sexual Orientation.
- (e) Harassment – this includes both sexual harassment and other unwanted conduct related to a Protected Characteristic which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
- (f) Victimisation – this is retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- (g) Disability Discrimination – this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

3. Recruitment and Selection

- 3.1 Recruitment, promotion and other selection exercises such as redundancy selection will be conducted based on merit against objective criteria that avoid discrimination. The Company's recruitment procedures are regularly reviewed to ensure that individuals are treated on the basis of their relevant merits and abilities.
- 3.2 Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.
- 3.3 Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.
- 3.4 Job applicants should not be asked about health or disability before a job offer is made, except in limited circumstances, for example:
 - (a) Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments)
 - (b) Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
 - (c) Positive action to recruit disabled persons.
 - (d) Equal opportunities monitoring (which will not form part of the selection or decision making process)

Where necessary, job offers can be made conditional on a satisfactory medical check.

- 3.5 The Company is required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original

documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from UK Visas and Immigration.

- 3.6 To ensure that this policy is operating effectively and to identify groups that may be underrepresented or disadvantaged in the Company, the Company monitors applicant's ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment procedure. The provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or other decision relating to their employment. The information is removed from applications before shortlisting and kept in an anonymized format solely for the purposes stated in this policy. Analysing this data helps the Company take appropriate steps to avoid discrimination and improve equality and diversity.

4. Training and Promotion and Conditions of Service

- 4.1 Training needs will be identified through regular appraisals. You will be given appropriate access to training to enable you to progress within the Company and all promotion decisions will be made on the basis of merit.
- 4.2 The Company's conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all of you who should have access to them and that there are no unlawful obstacles to accessing them.

5. Termination of Employment

- 5.1 The Company will ensure that redundancy criteria and procedures are fair and objective are not directly or indirectly discriminatory.
- 5.2 The Company will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

6. Disability

- 6.1 If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.
- 6.2 If you experience difficulties at work because of your disability, you may wish to speak to the Centre Manager or Administrator to discuss any reasonable adjustments that would help minimize or overcome the difficulty. The Company may wish to consult with you and your medical adviser about possible adjustments. The Company will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.
- 6.3 The Company will monitor the physical features of their premises to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, Full of Life will take reasonable steps to improve access.

7. Equality and Diversity Training

- 7.1 The Company will undertake regular equality and diversity training for all staff in addition to training provided during the induction process.

8. Breaches of this Policy

- 8.1 Full of Life take a strict approach to breaches of this policy which will be dealt with in accordance with the Disciplinary Policy. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

8.2 If you believe that you have suffered discrimination you can raise the matter through the Grievance Policy. Complaints will be treated in confidence and investigated as appropriate.

8.3 There must be no victimisation or retaliation against staff who complain about discrimination. However making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Policy.

9. Monitoring

9.1 Full of Life reviews this policy on a regular basis to ensure it is working in practice and to updated it when required.

9.2 Full of Life will hold equality and diversity data in the strictest confidence and will store it and process it in full compliance with the Company's GDPR Policy.