

Updated 13/12/2017

**Summerhall Equal Employment Policy**

Summerhall is committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination.

The policy’s purpose is to:

* provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
* not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
* oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

The organisation commits to:

* encourage equality and diversity in the workplace as they are good practice and make business sense
* create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued – (See Bullying Policy)

This commitment includes training all employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

* make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
* decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
* review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law
* monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy

The equality policy is fully supported by senior management.

Details of the organisation’s grievance and disciplinary policies and procedures can be found through various channels, please ask the HR representative or management. This includes with whom an employee should raise a grievance – usually their line manager.