

EQUALITIES POLICY

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PURPOSE

- 1 This policy sets out the City of York Trading Ltd's ("the Company" or "CYT Ltd") commitment to making the equal and fair treatment of everyone an integral part of all aspects of employment and service delivery. The policy is also designed to ensure that the Company complies with all aspects of equalities legislation.

SCOPE

- 2 This policy and procedure applies to all employees of CYT Ltd as well as candidates, applicants and any other people working for or engaged by the Company. The policy is effective from 1 September 2014.

POLICY

Introduction

- 3 CYT Ltd welcomes and values diversity, we are an equal and ethical employer. The Company recognises that any form of discrimination is unacceptable and is therefore committed to the equal and fair treatment of all people who may be employed by or who may come into contact with CYT Ltd, its staff, candidates, applicants, contractors or agents. We aim to ensure that our services are provided fairly and that our existing and future employees, candidates and applicants have equality of opportunity. The Company will not discriminate directly or indirectly against any person because of any of that individual's "protected characteristics" as defined by Equality Act 2010, i.e. their age, sex, disability, religion, beliefs, sexual orientation, gender reassignment, pregnancy, maternity, marriage, civil partnership or race.
- 4 Legislation recognises that discrimination can take many forms, as follows:
 - **Direct Discrimination** - treating someone less favourably because of a protected characteristic;
 - **Associative Discrimination** – direct discrimination against someone because they associate with another person who possesses a protected characteristic;
 - **Perceptive Discrimination** – direct discrimination against someone because others believe they possess a protected characteristic – this applies even if the person does not actually possess that characteristic;
 - **Indirect Discrimination** - applying a condition, policy rule or requirement to everyone but particularly disadvantages people who share a protected characteristic;

- **Harassment** - “a person must not pursue a course of conduct which amounts to harassment, and which he or she knows or ought to know amounts to harassment”. Harassment is defined as “unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.”
- **Victimisation** - if someone makes or supports a complaint of discriminatory treatment, legal protection is available to protect individuals against victimisation, although not if they have maliciously made or supported an untrue complaint.

Policy Objectives

- 5 The Company will strive to:
 - develop an approach to equalities that is fully integrated into all our activities, working practices and conditions of employment;
 - create a culture which promotes fairness, accessibility and equality of opportunity for all;
 - eliminate direct and indirect, associative and perceptive discrimination, victimisation and harassment
 - develop and maintain appropriate monitoring systems so as to ensure that our commitment to equalities remains effective
 - identify and eliminate any discriminatory policies, practices or procedures which might otherwise hinder the Company’s commitment to equalities
- 6 The Company will take action to identify and eliminate any direct, indirect associative or perceptive discriminatory practices which may act as a barrier to achieving these objectives. We oppose all forms of unlawful or unfair discrimination whether on the grounds of race, colour, ethnic or national origin, sex or gender reassignment, marital status, family status, sexual orientation, religion or belief, disability, age or any other condition or requirement which places a person at a disadvantage and cannot be objectively justified.

Responsibilities

- 7 The Company is responsible for creating the framework by which equality in service delivery and employment can be achieved. The board of directors is responsible for formally approving the Company's equalities policies. The board of directors also takes overall responsibility for monitoring the effectiveness of the Company's arrangements in respect of equalities.
- 8 Managers are responsible for taking the necessary steps to ensure that the policy is fully and consistently applied.
- 9 The Company's employees, candidates and applicants have an important role to play in supporting the policy and for putting it into practice. In particular, all employees, candidates and applicants are required to:
 - act in line with the policy and its related procedures
 - promote equal opportunities
 - treat colleagues, candidates, applicants, clients, customers, pupils and students and with dignity and respect
 - challenge discrimination or inappropriate behaviour
 - report any suspected discriminatory actions
- 10 In addition, employees, candidates and applicants must not unlawfully or unfairly discriminate against anyone and/or engage in behaviour which may constitute bullying or harassment.
- 11 Where an employee, candidate or applicant is the subject of harassment from outside the Company then they should report the matter to their CYT Ltd manager. The Company will take reasonable and appropriate steps to reduce the risk of any further reoccurrence of the harassment.

NON-COMPLIANCE WITH THE POLICY

- 12 The Company may instigate disciplinary action against any employee, candidate or applicant who fails to comply with this policy. The action taken will be dependent on the nature and seriousness of the particular breach.