



associate development solutions

Directors: Jane Sedgewick and Dr Fiona Warner-Gale

Equality, Diversity and Inclusion Policy

Authorship and Approval

	Name	Signature	Date
Originator	Steve Cudmore	<i>Steve Cudmore</i>	21 10 2024
Approval	Jane Sedgewick	<i>Jane Sedgewick</i>	21.10.2024

This policy must be reviewed annually by one or more company directors. Revisions shall be made within 1 month of the review and an updated version approved and issued within 2 months of the review with a new version number.

Distribution

The equality, diversity and inclusion policy is fully supported by senior management and is applicable to all employees and associates working for Associate Development Solutions Ltd. (ADS). Our accountable officer who is responsible for this policy is Steve Cudmore, Head of Operations and Service Improvement.

Contents

1. Introduction and Purpose	1
2. Our Commitments	2
3. Application and Scope.....	3
4. Training	3
5. Annual Equality, Diversity and Inclusion Monitoring.....	3
6. Documentation	4

1. Introduction and Purpose

Associate Development Solutions Ltd is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

Our policy's purpose

Associate Development Solutions Ltd, Spaces - Pennine Five, Block 2, 1 Tenter Street, Sheffield, S1 4BY
Company Number: 7486948

This policy's purpose is to:

1. Ensure we provide equality, fairness and respect for all our in our employment, whether temporary, part-time, full-time and for those working with us as an associate.

2. Ensure we do 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
- sexual orientation

3. Ensure we 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
- selection for employment, promotion, training or other developmental opportunities

2. Our Commitments

The organisation commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense

2. 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.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion 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.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. 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.

5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. 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.

7. Monitor the make-up of the workforce regarding information such as age, sex, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

3. Application and Scope

This policy applies to all ADS employees and associates in all aspects of their employment with ADS.

4. Training

All managers and all other employees must receive training about their rights and responsibilities under the equality, diversity and inclusion policy. A record of employee training shall be maintained and reviewed annually.

5. Annual Equality, Diversity and Inclusion Monitoring

The directors and others shall undertake an annual review of the performance of the organisation against the stated aims and commitments of the Equality, Diversity and Inclusion policy.

As a minimum this shall include:

1. Reviewing the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.
2. Assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, and considering and taking action to address any issues.
3. Ensuring all managers and all other employees have received training about their rights and responsibilities under the equality, diversity and inclusion policy.

6. Documentation

For a more detailed overview of the act please refer to the following documents:

[Equality Act 2010 \(legislation.gov.uk\)](https://legislation.gov.uk)

[The Equality Act 2010 \(Amendment\) Regulations 2023 - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Protection from Harassment Act 1997 \(legislation.gov.uk\)](https://legislation.gov.uk)