

EQUALITY AND DIVERSITY POLICY

CONTENTS

QUICK OVERVIEW	2
1.0 INTRODUCTION	3
2.0 PURPOSE	3
3.0 SCOPE	3
4.0 JUSTIFICATION	3
5.0 DUTIES & RESPONSIBILITIES	4
6.0 PROCESS	4
7.0 REFERENCES AND ASSOCIATED DOCUMENTATION	6
8.0 MONITORING COMPLIANCE WITH, AND THE EFFECTIVENESS OF, PROCEDURAL DOCUMENTS	6

VERSION CONTROL

Version	Primary Author	Reviewer	Changes	Approved By	Date
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QUICK OVERVIEW

For quick reference, the guide below is a summary of actions required. This does not negate the need for the document author and all members of staff to be aware of and follow the detail of this policy.

- All employees must support and implement the principles of the Equality and Diversity Policy.
- Managers must ensure employees are made aware of the contents and importance of observing the principles of equality and diversity.
- Staff must report any incident or behaviour which contravenes the provisions of this policy and must not indirectly support discrimination, harassment or victimisation by ignoring what is happening around them.
- Managers must ensure that any allegations of direct or indirect discrimination, harassment or victimisation are properly investigated, all relevant documentation retained, and disciplinary action taken where appropriate as per Clarity's Grievance Policy and procedures.

1.0 INTRODUCTION

- 1.1 Clarity Consulting Associates Ltd (hereafter referred to as "Clarity") supports the principles of equality and diversity and, as a minimum, meets its obligations under the [Equality Act 2010](#). All employees must support and implement the principles of this Policy.
- 1.2 This policy is not contractual; Clarity therefore reserves the right to amend this policy as necessary to meet any changing requirements.

2.0 PURPOSE

- 2.1 This policy is in place to ensure we achieve the best from our people by valuing differences, eliminating discrimination, harassment and victimisation, and meeting our obligations under the Equality Act 2010 as a minimum. Clarity will ensure that it works towards becoming a world class employer by developing a workforce at all levels which is truly representative of all sections of society. Clarity is committed to encouraging diversity among its workforce and monitoring employee representation by protected characteristic.
- 2.2 Direct or indirect discrimination, harassment or victimisation of potential or existing employees on the basis of the protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) will not be tolerated. Discrimination on the basis of working pattern or caring responsibilities will also not be tolerated. All employees will be treated fairly and with respect.

3.0 SCOPE

- 3.1 This policy covers all employees and associates of Clarity, regardless of role, location or contractual status.

4.0 JUSTIFICATION

- 4.1 Equality – Legislatively based; everyone should be treated fairly and given the same opportunities irrespective of their protected characteristics.
- 4.2 Diversity – Everyone is different. Everyone has individual qualities and differences. Each staff member should be valued for their skills, experience and talent and be treated with dignity and respect.
- 4.3 Indirect discrimination – Where requirements, conditions or practices imposed have an adverse impact that is disproportionate to a particular group.
- 4.4 Direct discrimination – When a person is treated less favourably than another individual in the same circumstances because of their protected characteristic.
- 4.5 Harassment – Harassment is unwanted behaviour that an individual finds offensive, where the other person's behaviour is because of a protected

characteristic or there is any connection with a protected characteristic (for example, the individual is treated as though they have a particular characteristic, even if the other person knows this isn't true).

- 4.6 Sexual harassment is unwanted behaviour of a sexual nature that an individual finds offensive.
- 4.7 Victimisation – It is unlawful for one person to treat another less favourably than they would treat other people because that person has made or supported a complaint or raised a grievance under the Equality Act 2010.

5.0 DUTIES & RESPONSIBILITIES

5.1 Individual Employees

- 5.1.1 All employees are expected to observe the requirements of this policy in their behaviour towards other employees. In particular, they shall:
 - Support and implement the principles of the Equality and Diversity Policy;
 - Report any incident or behaviour which contravenes this policy and not indirectly support discrimination, harassment or victimisation by ignoring what is happening around them; and
 - Treat all staff with dignity and respect.

5.2 Managers

- 5.2.1 All managers have responsibility for ensuring this policy is fairly and consistently applied by and to all of the employees they manage. All managers should ensure that:
 - Employees are made aware of the contents and importance of observing the principles of Equality and Diversity;
 - They eliminate any discriminatory practices of which they are aware, whether or not a complaint has been made;
 - Any allegations of discriminatory behaviour or practices are properly investigated, all relevant documentation retained, and disciplinary action taken (where appropriate) in a non-discriminatory manner; and
 - They are positive role models of best practice in equality and diversity for their employees.

6.0 PROCESS

6.1 Clarity's commitments are:

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- To promote a working environment which promotes and ensures dignity and respect for all.

- To eliminate unlawful discrimination in pre-employment recruitment and all other employment practices by effective monitoring.
- That harassment and sexual harassment will not be tolerated.
- That training and development opportunities are available for all staff.
- That breaches of this policy will be considered as misconduct and could result in disciplinary action being taken.
- To meet and work towards exceeding our statutory duties under the Equality Act 2010.
- To promote equality and good relations between people with different protected characteristics.
- To ensure equality impact assessments are undertaken and published for all policies, services and strategies.
- To ensure equality and diversity training is undertaken by all staff every three years.
- To undertake equality monitoring for starters, leavers, grievances, disciplinaries, applications for employment, training and promotions, and appraisals by protected characteristic.

6.2 Specifically for applicants or employees with a disability, Clarity has a duty under the Equality Act 2010 to make reasonable adjustments to prevent a disabled employee or applicant for employment from being placed at a substantial disadvantage by any physical feature of the premises or by any provision, criteria or practice of the employer. Clarity follows the criteria of the Disability Confident scheme which includes:

- Actively looking to attract and recruit disabled people;
- Providing a fully inclusive and accessible recruitment process;
- Offering an interview to all disabled people who meet the minimum criteria for the role they have applied for; and
- Demonstrating flexibility when assessing applicants so disabled people have the best opportunity to demonstrate that they can do the job they have applied for.

6.3 When deciding whether the adjustment is reasonable Clarity will consider:

- The effectiveness of the adjustment in preventing the disadvantage;
- The practicality of the adjustment;
- The financial and other costs of the adjustment and the extent of any disruption caused;
- The extent of Clarity's financial or other resources; and
- The availability to Clarity of financial or other assistance to help make the adjustment, for example through Access to Work scheme and the

support of Jobcentre Plus.

7.0 REFERENCES AND ASSOCIATED DOCUMENTATION

Relevant policies can be found in the [All Staff QMS Current Policies folder](#):

- Clarity Employee Disability Policy
- Clarity Code of Conduct Policy

[Equality Act 2010](#)

[Disability Confident Scheme](#)

8.0 MONITORING COMPLIANCE WITH, AND THE EFFECTIVENESS OF, PROCEDURAL DOCUMENTS

This policy will be reviewed on a biannual basis by Clarity's senior team, or earlier if appropriate/required.