

Reference	IMS POL 01
Version	1.0
Issue Date	04/07/2016
Created by	CAW Consultancy
Approved by	GUARDIAN FM



EQUALITY AND DIVERSITY POLICY

Vision

Guardian FM is committed to creating a culture in which diversity and equality of opportunity are promoted actively and in which unlawful discrimination is not tolerated. Guardian FM recognizes the real business benefits of having a diverse community of staff and to this end, is working towards building and maintaining an environment which values diversity.

Policy Statement

Guardian FM believes in the principles of social justice, acknowledges that discrimination affects people in complex ways and is committed to challenge all forms of inequality. To this end, Guardian FM will aim to ensure that:

- individuals are treated fairly, with dignity and respect regardless of their age, marital status, disability, race, faith, gender, language, social/ economical background or being lesbian or gay and any other inappropriate distinction;
- it promotes an inclusive and supportive environment for staff;

Aims of the Policy and underpinning principles

The aim of this policy is to ensure that in carrying out its activities Guardian FM will have due regard to:

- promoting equality of opportunity, across all the areas of the organisation
- promoting good relations between people of a diverse background
- eliminating unlawful discrimination

This policy is guided by the following principles, that:

- all staff, should enjoy a safe environment free from discrimination and harassment/ bullying
- all employees should have equal access to quality services that are made available by Guardian FM
- all staff should have equal access to opportunities for personal, professional or academic development and career, progression and promotion opportunities wherever possible.

Responsibilities

The Managing Director is responsible for ensuring the strategic development, implementation and review of the Equality and Diversity Policy and progress on the implementation across the organization.

The Managing Director is responsible for ensuring that procedures relating to staff recruitment, selection, career development discipline and grievance are carried out in accordance with the Equality and Diversity Policy.

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The Managing Director is responsible for:

- fostering a culture in which compliance with this policy is regarded as integral to the work of the area and in which equality and diversity issues are actively promoted;
- ensuring all staff are encouraged, supported and enabled to reach their full potential
- identifying appropriate staff development for themselves and their staff to meet the needs of their respective areas

Breach of the Policy

Guardian FM will take seriously any instances of non-adherence to the Equality and Diversity policy by staff. Any instances of non-adherence will be investigated and where appropriate will be considered under the relevant disciplinary policy.

Relevant Legislation

Guardian FM has implemented its Equality and Diversity Policy in accordance with current legislation and codes of practice including:

- EU Anti-Discrimination Directives (which currently include the Race Relations Act 1976 (Amendment) Regulations 2003, Religion and Belief Regulation 2004 and Sexual Orientation Regulation 2004
- Race Relations Amendment Act 2000
- Human Rights Act 1998
- Disability Discrimination Act 1995
- Race Relations Act 1976
- Sex Discrimination Act 1975
- Equal Pay Act 1970 and Amendment 1983

Approved By

Introduction

Guardian FM have agreed the need for drug and alcohol policy which applies to all employees irrespective of status. Its objective is to ensure employees receive training and information on sensible drinking and drug awareness. The aim is to encourage those with drug or alcohol-related problems to seek the support of medical advice and counselling by an outside agency.

General Principle

Guardian FM recognise that drug or alcohol abuse at its various levels is a health problem requiring sympathetic help and special treatment. It is the aim of this policy to provide this.

Organisation

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Director/ Manager with responsibility for implementation of this policy.

Consultants will be responsible for advice on suitable outside agencies and counsellors.

Management rep will be responsible for implementing a training programme.

The names of external drug and alcohol counsellors and how they can be contacted will be posted on notice boards. All such counsellors will be made aware of this policy on drugs and alcohol.

Arrangements

1. Information

Every employee will be given a summary of the main points of this policy, and anyone with a drug or alcohol related problem will be encouraged to seek counselling. A training session and leaflets on sensible drinking and drug awareness will be provided and repeated periodically.

2. Removal of Stress

It is accepted that stress at work can contribute to drug or alcohol abuse. We are therefore committed to identifying and reducing workplace stress factors.

3. Reducing Opportunity to Drink at Work

Research shows quite clearly that some jobs involve a much higher risk of alcohol abuse than others. The social pressure to drink can be stronger in some working communities. Irregular hours, travel and separation from the family, and the strain of a heavy workload are just some of the common job-related causes of alcohol abuse.

Guardian FM recognise that such problems, coupled with the opportunity to drink at work, creates a hazard. Therefore,

- a) Alcohol will not be available on company premises during working hours. This will apply throughout the company, at all levels, without exception.
- b) At any social functions organised by the company, among the beverages provided, there will always be non-alcoholic drinks available.

4. Solvent Abuse at Work

Where problems involve the deliberate or unintentional abuse of solvents, whether or not used in the workplace, the person concerned will be covered by this policy. Where abused solvents are specifically work related, the employer will ensure that the use of solvents has been subject to the provisions of the Control of Substances Hazardous to Health Regulations (COSHH Regulations), that the risks involved have been assessed and that measures have been taken to reduce all exposures to solvents to the lowest that is reasonably practicable.

5. Prescribed Drugs

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Where problems involve the deliberate or unintentional abuse of prescribed drugs, the person concerned will be covered by this policy.

6. Confidentiality

Guardian FM undertakes to ensure that any counselling is strictly confidential, and that any records compiled by a counsellor will be treated as the individual property of that counsellor. No discussions about an employee will take place between Guardian FM and the counsellor without the written permission of the person concerned.

7. Job Security

Guardian FM accepts that job security will be maintained for any employee participating in treatment and/or counselling in an attempt to deal with drug or alcohol abuse.

Where an employee has to be away from work to undergo treatment, their job will be held open in accordance with normal sickness procedures. However, it has to be accepted that, in the long-term, job security must depend on work returning to an acceptable level. Advice will be sought and consideration given as to whether the person's original job would be consistent with maintaining recovery.

8. Disciplinary Procedures

Drug or alcohol abuse will not in itself constitute grounds for dismissal, unless the person's action or performance reaches an unacceptable level. Such cases will be dealt with under normal disciplinary procedures.

Where an employee is referred for treatment under this policy, any disciplinary procedures associated with drug or alcohol abuse will be suspended and remain so for the duration of the treatment.

Where an employee with a drug or alcohol-related problem is able to continue to perform his/her duties whilst undergoing treatment, adequate time off for treatment will be allowed.

Relapses will be referred to the independent counsellor for assessment, and consideration given to further job protection.

9. Treatment and Advice

Any employee with a drug or alcohol-related problem is encouraged to seek guidance and assistance from the recommended local counselling agency.

Where indicators, such as poor work performance, absenteeism, poor health or deteriorating behaviour, indicate a possible problem, employees will be advised to refer themselves for

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confidential counselling and advice. Paid time off for counselling and treatment will be allowed in accordance with the normal sick pay scheme. Refusal of treatment will not in itself be grounds for discipline, unless an employee's action or performance reaches an unacceptable level.

10. Testing

If testing procedures are agreed, they must only be enacted on suspicion based on specific personal observations that the person concerned is under the influence of drugs or alcohol. Tests will be at the expense of the company.

Any person testing positive shall have the right to challenge the results and obtain an independent analysis of the sample.

Any person testing positive, who accepts the results, will be referred for treatment and advice in accordance with the rest of this policy.