

Equality of opportunity and diversity statement

Purpose of the policy

The primary purpose of this policy is ensure that we recruit and manage staff; and work with customers in a way which meets our legal obligations; and to ensure we do not discriminate against any group or individual by action or omission. Where this does occur, the policy aims to ensure that appropriate and effective action is taken to prevent any recurrence.

Areas of work and activities effected

- Internal – all relationships
- External – all relationships

Activities effected

- verbal, written, and non verbal communication

Actions to take to meet policy

- Include in induction
- Monitoring of feedback forms
- Ad hoc client questionnaires
- Annual staff training

Targets

- Zero claims of unequal treatment

How the policy is monitored and reviewed

- Appraisals including practitioner days
- Customer feedback – invited and uninvited
- Reviewed annually by Board

Links to

- Dignity at work policy
- Grievance and disciplinary policy

Reporting details

Policy managed by Managing Director

EQUALITY OF OPPORTUNITY

CMP Resolutions is fully committed to eliminating discrimination and actively promoting equality of opportunity for our staff and clients and customers. We believe that where equality of opportunity exists all people work in a more rewarding and less stressful environment, one where prejudice and harassment are not accepted, and one more likely to enhance performance and achievement.

We will seek to promote and maintain an inclusive and supportive work and learning environment that respects the dignity of staff and clients, or customers and assists all members of our working and learning community to achieve their full potential.

Our policies and procedures in relation to both employees and students will treat individuals solely according to their ability to meet requirements. We aim to promote fairness in all aspects of employment and learning - such as recruitment, training, promotion, assessment, etc.

We will ensure that we comply with all legislation and good practice by introducing, implementing and regularly reviewing policies and procedures. We will aim to review, monitor and action plan for compliance with legislation.

This policy applies to all colleagues who work at CMP on a paid or voluntary basis, all trainers, staff, associates etc.

DIVERSITY

CMP Resolutions aim is to embrace diversity by promoting and maintaining an inclusive and supportive work and learning environment that enables all members of our working community to achieve their full potential. We aim to:

- Ensure that everyone who works for us and who we work with understands our approach to Diversity.
- Uphold in the conduct of our work the core values of a civilised, open and inclusive society.
- Ensure that all key processes are not only effective but are also fair in their construction and application.
- Develop the skills in staff, particularly managers, to operate the key HR and training processes fairly and to make all staff aware of the issues relating to Diversity.

- Create a working environment which is able to respond to the needs and working style of staff and which allows CMP Ltd to fulfill its objectives.
- Ensure that a culture is developed which enables diversity to add value to our activities, in which all individuals feel they are valued and can work productively to meet CMP's goals.

STAFF

- All staff and practitioners are given the full range of support, training and development opportunities
- Recruitment is conducted in a fair, transparent and non-discriminatory manner
- Staff and practitioners are required to be aware of issues associated with oppression, discrimination and diversity
- Anti-discriminatory practice is an essential element of all of our work
- Forums are provided for the discussion of issues associated with equality of opportunity and diversity to develop good practice and enhance awareness and skills
- All staff are given training so that they are aware of the impact of oppression and issues associated with equality on people's willingness and capacity to communicate, respect and manage differences.

We will:

- Monitor who attends our programmes and explore issues associated with access, and equality on evaluation and assessment materials
- Manage all dispute resolution work fairly, transparently and independently
- Ensure access to the directors for the raising of equality issues by staff, associates, clients or parties.

Practitioners are required to:

- Ensure their language and material does not include stereotyping of any groups
- Seek balanced language, which is not specific to only one sex
- Use positive images of all people, including specifically women, black people, those with disabilities and gay men and lesbian women
- Encourage participation, and challenge oppressive remarks constructively
- Respect the confidentiality of information given by course participants.
- Be aware of the effect of issues of equality on perceptions of fairness, justice and impartiality

- Work to a clear, openly mapped out process, which applies ground rules and structure consistently and fairly
- Use their communication and rapport building skills to enable participation from a wide range of people
- Be aware of their own assumptions and prejudices when drawing judgments, or making decisions as appropriate in their role
- Be open to feedback about issues of equality, power and oppression.