

# COMPANY HEALTH GROUP POLICY / PROCEDURE

**TITLE: DIVERSITY AND EQUAL OPPORTUNITIES DEPT: ALL**

## 1. Purpose

The Diversity and Equal Opportunities Policy/Procedure of Company Health Group (CHG) is that in the recruitment, selection, education promotion, development, career progression, opportunities and assessment of Personnel (both employed and self-employed) the policy and practice of CHG requires that all such persons are afforded equal opportunities within employment and self employment that entry into the organisation and progression thereafter will be based on the ability to do the job. In addition, it is our policy to facilitate accessibility to all sites and services.

CHG acknowledges that this is a continuous and ongoing process, which must remain under constant review. The company is committed to extending both protection from discrimination and positive action to all groups.

As a company, we value diversity, encourage fairness and justice and are committed to promoting equal opportunities. We recognise that as a company we need to ensure that our employees and clients are free from discrimination and victimisation and that we employ a system of continual progress in the interest of overcoming discriminatory barriers.

## 2. Scope

CHG's Equal Opportunities Policy applies to all CHG stakeholders, including customers, staff, potential staff, associates, partners, subcontractors and suppliers.

## 3. Legislation

The Race Relations Act 1976  
 The Race Relations (Amendment) Act 2000.  
 The Race Relations (Amendment) Regulations 2003  
 Disability Discrimination Act 1995.  
 Data Protection Act 1998.

## 4. Quality Assurance

CHG will monitor the operation of this Policy in order to:

- Measure the effectiveness of this Policy;
- Comply with CHG's legal obligations;
- Highlight practical issues and seek solutions.

This document is available in large print or other languages upon request.

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## **DIVERSITY AND EQUAL OPPORTUNITES STATEMENT**

Company Health Group Plc (CHG), working through its subsidiary and associated companies, is one of the UK's leading providers of occupational health, physiotherapy and rehabilitation services with dedicated medical evidence collection and occupational health recruitment divisions. It delivers a comprehensive range of such services to a wide spectrum of partners both from the public and private arena and across a full range of market sectors.

### **Commitment**

CHG is strongly committed to the belief that in our multicultural and diverse society, every individual is entitled to be treated with fairness, dignity and respect and be given equal access to opportunities and services. CHG recognises that fair treatment is a key motivating factor contributing to sound business performance and achievement as well as being a legal requirement and moral obligation. CHG seeks to meet or exceed current legislative standards.

### **Dissemination**

CHG's commitment to equality is set out in a range of policies and procedures. CHG expects all employees to understand and promote equality of opportunity in their work. The provisions of CHG's Equal Opportunities Policy are made known to all staff and associates through induction processes. They are also made known to customers, partners, subcontractors and suppliers, and their commitment obtained, through the initial processes which involve them in our activities. This Statement is displayed in all CHG offices, on our intranet and company website.

CHG will take action where there has been a breach of its Equal Opportunities Policy; this may include disciplinary procedure where appropriate.

### **Review**

CHG's Equal Opportunities Policy is reviewed annually and its provisions monitored by the Board and by our Equality and Diversity Forum. The review process includes analysis of monitoring data, consultation with and feedback from customers, staff and other stakeholders to determine the impact of the policy and any action required.

### **Accountability**

CHG implements this Equal Opportunities Policy and all related policies and statements in accordance with all relevant legislation. In addition to statutory measures, we are also aware of our moral duty as an employer and training provider to ensure that no job applicant, employee, or customer should be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, culture, sex, age, marital status, sexual orientation, religious beliefs or domestic background.

### **Responsibility**

Overall responsibility for this policy rests with the Board of Directors and is delegated to the Chief Executive Officer. Any queries, comments or suggestions relating to this policy should be directed to the Company Secretary - [peteraschroft@companyhealth.co.uk](mailto:peteraschroft@companyhealth.co.uk)

Signed by:   
**George A Gonzalez, Chief Executive Officer**

Date:

## **DISABILITY STATEMENT**

Company Health Group Plc (CHG), working through its subsidiary and associated companies, is one of the UK's leading providers of occupational health, physiotherapy and rehabilitation services with dedicated medical evidence collection and occupational health recruitment divisions. It delivers a comprehensive range of such services to a wide spectrum of partners both from the public and private arena and across a full range of market sectors.

### **Commitment**

CHG is committed to responding flexibly to ensure that a disability, learning difficulty or health problem does not prevent equal consideration for a job or training opportunity and that applications from suitable disabled people are welcomed.

### **Scope**

CHG's Disability Statement, in line with the Equal Opportunities Policy, applies to all CHG stakeholders, i.e. customers, staff, potential staff, associates, employer partners, subcontractor suppliers and those placed on activities with partner organisations.

### **Aims**

CHG strives to remove, wherever possible, any barrier which could place people with disabilities at a disadvantage. In order to achieve this aim, we maintain contacts with professional and voluntary organisations with interests in both occupational and educational opportunities for people with disabilities.

We respect the fact that every individual has separate, distinctive requirements. We consult with people with disabilities to identify and address their needs and, based on an assessment of those needs, we seek to ensure that their working or operating environment is as conducive as possible.

### **Dissemination**

The provisions of CHG's Disability Statement are made known to all staff and associates through induction processes. They are also made known to customers, partners, subcontractors and suppliers, and their commitment obtained, through the initial processes which involve them in our activities. This Statement is displayed in all CHG offices, on our intranet and company website.

### **Review**

CHG's Disability Statement is reviewed annually and its provisions monitored by the Board of Directors and by our Equality and Diversity Forum. The review process includes analysis of monitoring data, consultation with, and feedback from, customers, staff and other stakeholders to determine the impact of the policy and any action required.

### **Responsibility**

Overall responsibility for this policy rests with the Board of Directors and is delegated to the CEO. Any queries, comments or suggestions relating to this policy should be directed to the Company Secretary.

Signed by:

Date:

**George A Gonzalez, Chief Executive Officer**

## **EQUAL OPPORTUNITIES POLICY**

## **Contents**

- 1. Approach and Objectives**
- 2. Dissemination of the Policy**
- 3. Application to Employees**
- 4. Religious and Cultural Considerations**
- 5. Management Responsibilities**
- 6. Bullying, Discrimination and Harassment**
- 7. Gender Equality**
- 8. Race Equality**
- 9. Definitions**
- 10. Equality and Diversity Data**
- 11. Continuous Improvement**
- 12. Related Documents**
- Complaints Policy**

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## **1. Approach and Objectives**

We expect every individual involved with CHG to make their contribution to valuing diversity and avoiding unlawful discrimination, discouraging it in others and accepting personal responsibility for the application of this Policy.

It is CHG's intention to foster and promote tolerance, courtesy and good relations amongst all its stakeholders, i.e. customers, staff, potential staff, subcontractors, suppliers and associates.

CHG has a proactive approach to promoting equality and diversity, which is highlighted by its actions and activities. One of CHG's subsidiaries, Company Health Ltd (CHL), holds the 'Two Ticks' symbol indicating that the organisation is 'Positive about Disabled People'. In addition, CHL are recognised as Investors in People.

CHG accepts that every employer, partner, associate, subcontractor and supplier involved with us will have its own Equal Opportunities Policy and should be able to demonstrate their good practice in ensuring equality of access to opportunity, along with an appropriate level of support, both in resources and guidance. This is regularly monitored through evaluation.

All CHG staff and any associates shall be responsible for ensuring that all aspects of internal and external activity, service delivery and training and assessment conform to CHG's Equal Opportunities Policy.

It is the responsibility of all staff and associates to ensure that each and every customer receives fair and equal access to opportunities in assessments, service provision and verifications. Employees' commitment to the application of equal opportunities forms a key part of the assessment both of their personal performance and that of the contracts they manage.

## **2. Dissemination of the Policy**

The provisions of CHG's Disability Statement are made known to all staff and associates through induction processes. A copy of our Equal Opportunities Policy Summary Statement is issued with all staff contracts of employment. CHG expects all employees to understand and promote equality of opportunity in their work.

A copy of the Equal Opportunities Statement is given to, and discussed with, all work placement providers and subcontractors who are involved with our staff and customers. It is promoted to customers and suppliers through their involvement in our activities. This Statement is displayed in all CHG offices, on our intranet and company website. All staff and customers receive briefings and/or training on equal opportunities and their rights and responsibilities as part of their engagement with us. All staff undertake equal opportunities training and an annual refresher course or activity or other training or retraining as required. They are briefed through the company newsletters and other key company communication methods about legislative changes. Customers, staff and associates are obliged to act according to the ethos set out in this policy at all times.

## **3. Application to Employees**

It is the policy of CHG to ensure equal opportunities in its recruitment, selection, retention, training, development and management of staff and associates. All selection procedures for appointment, promotion, training and development, redundancy or redeployment shall be free of direct or indirect discrimination. CHG shall benchmark recruitment against local and national demographics and take positive action to target under-represented groups where necessary.

## **4. Religious and Cultural Considerations**

CHG has the right to request a standard of dress appropriate to circumstance and safety at work. Any

requests from staff, associates or customers for changes to working arrangements to accommodate special religious practices will be considered by the Line Manager on a case-by-case basis.

## **5. Management Responsibilities**

The Board, Chief Executive Officer and all other managers accept full responsibility for ensuring the Equal Opportunities Policy is adhered to at all times. All managers are trained and briefed on their responsibilities in preventing discrimination and harassment and also ensuring equality of access to premises and our service; where necessary making any reasonable adjustments required for people with disabilities.

## **6. Bullying, Discrimination and Harassment**

As an employer and training provider, CHG recognises its responsibility to protect individuals from harassment and bullying.

CHG will ensure that all stakeholders have a right to protection from bullying, discrimination, harassment and victimisation. We recognise that it is the responsibility of every individual to behave with due consideration and respect for others. CHG will not tolerate behaviour which causes offence to others. CHG shall seriously consider and fully investigate all reported cases of bullying and of sexual, racial or other discrimination or harassment. In cases where discrimination or harassment by staff, associates or customers has taken place, disciplinary action will be taken in accordance with CHG's relevant policies and procedures. Complaints of any nature and reports of noncompliance with the Equal Opportunities Policy will be promptly and properly addressed.

## **7. Gender Equality**

CHG aims to make gender equality a central premise of its work. It recognises it has a duty to identify and tackle discrimination to prevent harassment and to ensure that our work promotes equality between men and women. This duty relates to the Equality Act 2006 which places a statutory duty on all public bodies. CHG is not a public body, but as a contractor to government and as part of its desire to exceed current legislative requirements, it wishes to share and cascade that duty to its staff, associates, customers and partners.

## **8. Race Equality**

CHG aims to promote race equality as a central premise of its work. It recognises it has a duty to identify and tackle racial discrimination and to promote race equality and good relations between people of differing racial groups. This duty relates to the Race Relations Amendment Act (2000) which places a statutory duty on all public bodies. CHG is not a public body, but as a contractor to government, it wishes to share and cascade that duty to its staff, customers and partners.

## **9. Definitions**

**Direct Discrimination** consists of treating a person less favourably on the basis of factors such as race, religion, gender and sexual orientation.

**Indirect Discrimination** consists of applying a requirement or condition which, whether intentionally or not, adversely affects a particular group considerably more than another and which cannot be justified.

**Harassment** consists of differences of attitude or culture and the misinterpretation of social signs can mean that what is perceived as harassment by one person may not seem so to another. The defining feature however, is that the behaviour is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading or offensive environment.

**Victimisation** consists of detrimental treatment because a person has made, or intends to make, a complaint about harassment or discrimination or to support such a complaint.

## **10. Equality and Diversity Data**

Data on the composition of CHG's staff, customers and suppliers is collected and collated to provide the statistical basis for review of the effectiveness of the policy. Records indicate age, ethnic origin, gender and disability of job applicants, staff, customer businesses supported, suppliers and other areas where contractually required. Analysis is conducted on recruitment, selection, job role training, achievement development, management processes and supplier diversity. Additional feedback obtained from annual staff surveys and staff meetings is also included and grievance procedures monitored. This review is used to inform and develop action plans and to amend procedures where appropriate.

### **11. Continuous Improvement**

CHG recognises the importance of reviewing the effectiveness of its Equal Opportunities Policy against its objectives. The Equal Opportunities Policy is reviewed annually by the Equality and Diversity Forum, which makes recommendations to the Board of Directors. The review process includes consultation and feedback from customers, staff, associates and other stakeholders from reviews, surveys and meetings.

### **12. Related Documents**

- **Complaints Policy**

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