

# Proventure Consulting Limited

## Equal Opportunities Policy

At Proventure Consulting we aim to be an exemplary equality and diversity employer and service provider, creating a working and service delivery environment in which we understand and value diversity.

We are committed to providing equality of opportunity and to creating a work environment free of harassment and bullying, where every person is treated with dignity and respect. The policy applies to all processes including those relating to employment and training; our services; any dealings with clients, customers, candidates, potential candidates or other service users; and suppliers of services, facilities and goods.

The purpose of this policy is to provide equality and fairness for all in our employment and our service provision. We are committed to not discriminate unlawfully against people with Protected Characteristics as defined in the Equality Act 2010 and detailed below.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be full utilised to maximise the efficiency of the organisation.

Our commitment:

- To create an environment in which individual differences and the contributions of all staff are recognised and valued
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff
- Equality in the workplace is good management practice and makes sound business sense
- We will review all our employment practices and procedures to ensure fairness
- We do not discriminate unlawfully against customers using, or seeking to use, services, facilities and goods provided by the organisation.
- Suppliers of services, facilities and goods are expected to adhere to the principles set out in this policy.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings
- The policy will be monitored and reviewed annually

All staff including new joiners will be given a copy of our equality policy and made aware of what it means for them as employees. Staff will be given periodic refresher training.

All staff that are being trained in recruitment, appraisal, selection for promotion, supervision, resource allocation, etc, will be made aware of the equality issues relating to those tasks.

New staff training and monitoring of the implementation of this policy will be the responsibility of the Company Secretary.

The company's overall policy on equality will be reviewed annually by the Company Secretary with a report to the Board on any actions to be taken.

**Issuing Authority:**                      **Stephen Cooley**  
**Managing Director**

**Signature:**

A handwritten signature in blue ink, appearing to read 'S. Cooley', is written over a light blue rectangular background.

**Date:** 6 April 2018

## **DEFINITIONS**

**Protected Characteristics:** These are specifically identified characteristics under The Equality Act 2010 that it is unlawful to discriminate directly or indirectly against. Protected Characteristics are age, disability, sex (for the purposes of this policy this extends to gender identity including binary and non-binary identification), gender reassignment, pregnancy, maternity, race (including colour, nationality and ethnic or national origins), sexual orientation, religion or belief, marriage or in a civil partnership.

**Unlawful Discrimination:** relates to types of discrimination specifically identified under the Equality Act 2010 as unlawful. These are Direct; Indirect; Harassment; Associative; Perceptive; and Victimisation.