

Equal Opportunities & Diversity Policy

JB Management is committed to providing a working environment conducive to the Equality Act 2010 and subsequent legislation in which employees and learners are able to reach their full potential and to contribute to its business success irrespective of their gender, race, disability, sexual orientation, marital status, part-time status, age, religion or belief. This is a key employment value to which all employees and candidates are expected to give their support.

JB Management recognises diversity is about understanding, recognising, respecting and valuing differences and equality is about managing differences so that everyone has equality of opportunity through a fair and consistent approach to the application of rules, policies and procedures. We recognise that sometimes this will mean treating people differently. This commitment is relevant to all we do, how we manage ourselves and how we deliver our services.

JB Management will promote equality and diversity across all areas and to this end pledges to:

- Endeavour to be a fair, unbiased and professional
- To promote equality and diversity
- Communicate we are proud of our team, respect their views and invest in assisting them in maximising their potential

JB Management will not tolerate discrimination because of a protected characteristic, which are Age, Race, Sex, Gender Reassignment, Disability, Sexual Orientation, religion or Belief, Pregnancy or Maternity and Civil Partnership or Marriage. We will also not discriminate because of working patterns or trade union membership nor will we tolerate harassment or bullying on these or any other grounds. JB Management has a separate Bullying and Harassment policy which is available in the staff handbook and company server.

JB Management is fully committed to and undertaking action on the duties placed upon us as an organisation under the Equality Act 2010 and other forms of legislation that combat discrimination and promote equality and diversity. JB Management will ensure employees and learners are respected and can contribute their best, irrespective of who they are or what job they do. JB Management will work hard to ensure that our services are accessible to a diverse community.

The Directors take overall responsibility for the development of equality and diversity, led by example and ensure progress is reviewed and further actions instigated as necessary.

All JB Management leaders and managers at all levels will demonstrate their commitment to promoting equality and diversity, and take responsibility for progress, and all staff have personal responsibilities to treat everyone with respect, consideration and without prejudice and to promote the same levels of behaviour in colleagues. Leaders and managers visibly:

- Challenge unacceptable behaviours and create a climate where complaints and concerns can be raised without the fear of reprisal
- Take firm action where unfairness or inconsistency exists
- Encourage and support diversity within their teams
- Demonstrate and promote considerate and fair behaviour
- Treat staff with dignity and respect and recognise and value individual skills and contributions
- Demonstrate through words and actions that diversity is an integral part of meeting the business priorities
- Create an environment in which employees are able to identify and share good practice, celebrate success and encourage positive attitudes towards diversity
- Comply fully with Management and Leadership National Occupational Standards relating to Equality and Diversity

JB Management will continue to review service provision to ensure accessibility for all learners and prospective learners, and that inadvertent discrimination against any community does not arise.

The starting point for such a review is to carry out equality impact assessments to identify and tackle any unintentional discrimination we may find in the provision of our services to learners, clients, stakeholders or employees. This should lead us to consider the language we use and how we communicate information, along with the accessibility of our buildings.

JB Management is committed to reach the position where with everything we do equality and diversity considerations are built in from the beginning. To do this we will need to understand the different and diverse requirements of our customers and of our staff and to involve them in the planning stages of new initiatives. We will ensure that this policy is accessible and understood by everyone in JB Management.

Getting our message across successfully means all employees, learners, stakeholders and clients will:

- Be aware of JB Management policies on equality & diversity

- Understand the benefit of valuing diversity and how this impacts on the work of JB Management
- Have a greater awareness of the value of more inclusive communication
- Understand their own role in promoting equality and diversity
- Be aware of their legal responsibilities under current equality legislation.

Senior managers will discuss these messages at team meetings and employees, learners, stakeholders and clients will be able to access the policy on our e-portfolio Learning Assistant, notice boards, company server and company handbook.

Date for next review - January 2020