



Havering BEP Equal Opportunities Policy

It is the policy of the Company to make all employment decisions based upon the applicant's ability, experience and qualifications without regard to sex, race, colour, sexual orientation, ethnic origin, disability or marital status.

Individuals will be selected, promoted and treated on the basis of their relevant aptitudes, skills and abilities. Employees will be encouraged to take advantage of suitable opportunities for training and advancement, where appropriate.

The Company is committed to the Code of Practice for the elimination of racial discrimination, the promotion of equality of opportunity in employment, the elimination of disability discrimination and to a continuing programme of action to make this policy fully effective.

Procedure

The Company is committed to its equal opportunities policy and all employees are requested to co-operate with its efforts to ensure that the policy is implemented in full.

Monitoring

All employees and job applicants will be asked to complete a form denoting their sex, race and ethnic origin and any disabilities. The Company guarantees that this form will be used only for the purpose of monitoring the effectiveness of its equal opportunities policy.

Discipline

Any employee, who discriminates against or harasses any other employee on the grounds of race, sex, disability, sexual orientation or age, may be subject to the Company's disciplinary procedure. In serious cases such behaviour may be deemed to constitute gross misconduct and, as such, may result in summary dismissal.

Grievances

Any employee or job applicant who believes he or she has received less favourable treatment on the grounds of sex, race, disability, sexual orientation or age is asked to use the Company's Grievance Procedure in the first instance.

EO1. The Company as an Employer

The achievement of this policy depends on the co-operation and commitment of all the Company staff.

The Company as an employer seeks to:

- recruit, train, develop, reward and retain staff in all jobs on areas of merit, without discrimination, in line with this policy
- ensure an environment for its workforce free of harassment and intimidation
- ensure that all staff are aware of procedures relating to the Equal Opportunities Policy and Statement
- ensure that, where possible, all buildings used for its activities are accessible to people with disabilities

EO2. The Company's Contractors

The Company's aim is that all the activities it funds should be in line with the Company's Equal Opportunities Policy. To this end the Company will:

- make existing and potential contractors aware of the Company Equal Opportunities Policy
- promote and support Equal Opportunities among its contractors
- ensure that contractors have an effective Equal Opportunities Policy together with a strategy for implementation
- support contractors in making Company funded activities accessible to people with disabilities

Notwithstanding the above, the Local Education Authority is the Company's main contractor and consequently any additional requirements contained in the Local Authority's LEA Equal Opportunities Policy would also be applied and supported by the Company.

EO3. The Company in Partnership

The successful social and economic regeneration of the area will depend on the public, private and voluntary sectors working in Partnership to involve the

diverse local community in skills and business development. The Company will aim to:

- ensure that support for economic, education and skills development reaches the targeted sectors of the local population
- maximise the use of additional funding for specific target groups, such as EC funds, through long term planning for matched funding, and integrate the provision of separately funded provision with mainstream provision to ensure clear progression routes for students, whatever the funding source
- share, publicise and promote good practice in Equal Opportunity provision

EO4. Access to Quality Provision

All businesses depend on successful recruitment, development and retention of staff. To ensure that employers can select from the widest possible pool of talent, all sectors of the population must have good quality access to education and vocational training opportunities:

The Company seeks to:

- ensure that local people from targeted groups have access to educational and vocational training programmes of the highest possible quality
- promote Equal Opportunities in Access to Quality Provision in its work with employers on education and vocational training (e.g. GNVQ/NVQ), work placements, business education links and other activities
- promote good practice in Equal Opportunities recruitment policy among its employer and business partners and contacts

EO5. Flexibility

Individuals and businesses have different backgrounds, cultures, education and training needs. The Company seeks to:

- give equal consideration to diverse needs of the community in order to develop flexible and responsive programmes
- promote the networking and other facilities to meet the specific educational/vocational training needs of ethnic minorities, people with disabilities, and encourage more of such target groups participation in local initiatives.
- in its education programmes, meet the needs of young people from targeted groups

EO6. Marketing

The Company will seek to promote the area as a place of equality and opportunity by:

- ensuring its literature, publicity, events and delegations reflect the local communities
- making its marketing strategies relevant to the different local communities
- making maximum use of the local and national minority press and local networks to ensure that information is accessible to all

The Company will also promote Equal Opportunities good practice in image and marketing among its business and employer contacts.

EO7. Monitoring

The Company will collect and maintain records for analysis and review, and to show that progress is being made in the implementation of this policy.

The information collected will include:

- monitoring of participation in its programmes and initiatives.
- available data on local population composition

All the Company data will, wherever possible, be cross-referenced by age, gender, ethnic group and disability, to enable thorough analysis of Equal Opportunities issues to inform the implementation, development and review of the Policy. Confidentiality will be maintained as defined by the local authority and to meet legal requirements of current Data Protection legislation.

EO8. Policy Review

Any additions to the policy to meet changes in legislation would be planned and proposed for adoption at the Company Annual General Meeting.