

This is a sample – not the full document

**Buy the full document in Word format.
Select from the following options:**

Individual Document

<http://www.compactlaw.co.uk/equal-opportunities-policy.html>

Employers Pack

<http://www.compactlaw.co.uk/employers-pack.html>

Workplace Pack

<http://www.compactlaw.co.uk/workplace-pack.html>

EQUAL OPPORTUNITIES AND ANTI-HARASSMENT & BULLYING POLICY

This policy document applies to your employment at *[Insert organisation and address]*, the "Organisation" and all other Organisation sites that you may be asked to work at from time to time.

For any policy to be effective it must be applied throughout the Organisation, this policy therefore applies to all staff regardless of position or seniority.

1. Policy Statement

1.1 This Organisation is an equal opportunity employer and is committed to ensuring that the terms and conditions of employment of the employee and potential employee are equitable and non-discriminatory. This means that job applicants and employees will be treated fairly regardless of their age, sex, marital status, sexual orientation, gender reassignment, race, ethnic origin, disability, religion or religious beliefs.

1.2 The Organisation will seek to promote equal opportunities and prevent harassment and bullying by publicising and communicating this policy; by providing appropriate training and guidelines for those with designated responsibilities and by raising awareness through staff development.

1.3 Further, the Organisation will continually monitor its policies and practices to ensure that these principles are upheld. It is the employee's right to be treated with dignity and respect, which in turn will be conducive to performance, self-development and career advancement. Every executive, manager and employee has a responsibility to implement this policy.

2. Definitions

2.1 Discrimination

For the purposes of this policy, discrimination means treating people less favourably than others on the grounds of their age, sex, marital status, sexual orientation, gender reassignment, race, ethnic origin, disability, religion or religious beliefs,

whether this be direct or indirect by applying a provision, criterion or practice, which disadvantages such persons.

2.2 Age

Discrimination based upon age includes direct or indirect discrimination against a person due to either their youth or their more advanced years – whether a person is considered “too young” or “too old” and the direct or indirect discrimination they receive as a result of this. Discrimination can occur in recruitment, selection, promotion, training, pay, benefits and other conditions. It can also occur in dismissal, redundancy and retirement or selection for these. The exception to this is age discrimination for operational reasons, where discrimination is objectively justified, for example where a person is required to be within a certain age range in order to perform their role efficiently and safely. Any objectively justified discrimination must be both proportionate and designed to achieve a legitimate aim.

2.3 Sexual Orientation

For the purposes of this policy, sexual orientation means sexual orientation for a person of the same sex, different sex or for persons of both sexes, or based on a person’s civil partnership status. It does not include sexual practices or preferences. Discrimination can occur based on a perception of a person’s sexual orientation, even if that perception is wrong. It can also include discrimination against a person by reason of the sexual orientation of someone they associate with.

2.4 Gender Reassignment

For the purposes of this policy, gender reassignment means a desire to be known or to become a person of a gender different to that to which they were born.

2.5 Religion/Religious Beliefs

For the purposes of this policy, religion or religious beliefs is defined as any religion, religious belief or similar philosophical belief. It does not include philosophical or political beliefs unless that belief is similar to a religious belief. Discrimination can occur based on a perception of a person’s religion or beliefs even if that perception is wrong. It can also include discrimination against a person by reason of the religion or religious beliefs of someone they associate with.

2.6 Harassment

For the purposes of this policy harassment is defined as any hostile unwanted, unreasonable and/or offensive behaviour, which adversely affects a person's dignity, self-confidence and well-being and creates a hostile environment and which leads to that person feeling intimidated, degraded or humiliated.

2.7 Racial harassment

For the purposes of this policy racial harassment is defined as any action, conduct, comment, gesture or behaviour that is offensive, embarrassing, insulting or intimidating. It may include derogatory remarks, quips, jokes, innuendoes, taunts or physical abuse which is racially derogatory and potentially offensive and relates to a person's race, religion or ethnic origins.

2.8 Sexual harassment

For the purposes of this policy sexual harassment is defined as:

a. Any action, conduct, comment, gesture or physical contact of a sexual nature that is unwelcome and might reasonably be seen by an employee or prospective employee as placing an implicit or explicit condition on employment.

b. Any persistent, unwelcome action, conduct, comment, gesture or physical contact of a sexual nature that is likely to cause offence, embarrassment or humiliation to an employee or creates an offensive working environment.

2.9 Bullying

For the purposes of this policy bullying is defined as repeated treatment with the purpose of controlling individuals or making them insecure in their roles or treatment that has that effect.

2.10 Victimisation

For the purposes of this policy, victimisation is defined as treating persons less favourably because of something they have done under or in connection with asserting their rights under any employment legislation or regulations.

**Sample document – the remaining are clause headings only
Full document contains all clauses**

3. Monitoring

4. Procedure For Discriminatory Conduct

5. Positive Action On Equal Opportunities

6. Anti-Harassment & Bullying Procedure

7. Date of Implementation

8. Questions

9. Alteration of these Guidelines

(c) <http://www.compactlaw.co.uk>

<http://www.compactlaw.co.uk/equal-opportunities-policy.html>