

## Equality and Diversity Policy

Tag Guard Ltd aims to be an inclusive organisation where everyone is treated with respect and dignity, and where there is equal opportunity for all. Tag Guard Ltd respects and values the diversity of its staff and clients.

This means that all Tag Guard Ltd staff and clients should understand and respect that there is a diverse work force and user community and that everyone has the right to be treated with dignity and equality. This includes the legal and ethical requirement for Tag Guard Ltd to provide services and conditions of employment that are appropriate to the needs of a diverse society.

Valuing diversity means that we recognise that we all have complex identities made up of many strands. These can include, but are not limited to, ethnicity, gender, sexual orientation, age, physical and mental aptitudes, nationality, socio-economic status, and religious, political or other beliefs. This means we embrace and celebrate our differences in a positive environment, and are committed to engage with the needs of our diverse staff and users to enable us, both individually and corporately, to achieve our aims.

Tag Guard Ltd will tackle barriers to participation and create a culture in which equal opportunities and equal treatment are a priority for all staff and clients. In the recruitment, training, pay and management of staff, and in all our day-to-day work with both colleagues and users, we seek to create an environment where attitudes and biases that hinder the progress of individuals and groups are dismantled and where we work together in mutual respect and tolerance.

## Management Responsibilities

It is the responsibility of all managers from directors and departmental heads to junior supervisors to:

- ensure that the standards established within this policy are adhered to within their own area of responsibility
- familiarise themselves with the procedures in all Equal Opportunities documentation
- ensure that they are not instructing employees to act in a discriminatory manner
- ensure they are not putting pressure on employees to discriminate
- bring the details of the policy and procedure documents to the attention of all staff
- ensure that information on equal opportunities is incorporated in all induction processes for new or temporary staff and is supported by ongoing training

## Staff Responsibilities

It is the responsibility of employees at all levels to:

- co-operate with any measures introduced to ensure equality of opportunity
- report any discriminatory acts or practices
- not induce or attempt to induce others to practice unlawful discrimination
- not victimise anyone as a result of them having reported or provided evidence of discrimination
- not harass, abuse, bully or intimidate others

**Legal Responsibilities**

Over and above the provisions set out in its own policy and procedures the Office is also bound by certain legal responsibilities in the field of equal opportunities.

- The Equality Act 2010

Signed

A handwritten signature in black ink, appearing to be 'A. M. M.', written over a horizontal line.

Date 1<sup>st</sup> August 2017 (reviewed)