

1. GENERAL

- 1.1 Dane Partnership is committed to Equality & Diversity for all employees, workers and applicants and shall adhere to such a policy at all times. Dane Partnership will treat everyone equally and places an obligation upon all staff to respect and act in accordance with this policy.
- 1.2 Dane Partnership shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Dane Partnership will ensure that each candidate is assessed only in accordance with the candidate's merits, qualifications and abilities to perform the relevant duties required by the particular vacancy.
- 1.3 Dane Partnership will not accept instructions from clients that indicate an intention to discriminate unlawfully.

2. DISCRIMINATION

This Policy is underpinned by legislation, which places individual responsibilities on staff/service-users/visitors.

Under the Equality legislation it is unlawful to:

- Discriminate directly against anyone and treat them less favourably than others because of a protected characteristic they have or are thought to have (perception discrimination), or because they associate with someone who has a protected characteristic (discrimination by association);
- Discriminate indirectly against anyone by applying a criterion, provision or practice which particularly disadvantages people who share a protected characteristic;
- Subject someone to harassment related to a relevant protected characteristic;
- Victimise someone because they have made, or intends to make, a complaint or allegation or has given or intends to give evidence in relation to a complaint of discrimination;
- Discriminate against someone in certain circumstances because of a protected characteristic after the working relationship has ended.

The protected characteristic are:

- Age
- Disability
- Gender
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sexual orientation

3. PART-TIME WORKERS

This Policy also covers the treatment of those employees and workers who work on a part-time basis. Part time employees are treated on the same terms, with no detriment, as full time employees (albeit on a pro rata basis) in matters such as rates of pay, holiday entitlement, maternity leave, parental and domestic incident leave and access to our pension scheme.

4. HARASSMENT POLICY

- 4.1** Harassment is uninvited and unwanted behaviour related to a protected characteristic which makes a person feel intimidated or humiliated. This policy prohibits unlawful harassment by any employee or worker of Dane Partnership.
- 4.2** Examples of prohibited harassment are:
- Verbal or written conduct containing derogatory jokes or comments;
 - Slurs or unwanted sexual advances;
 - Visual conduct such as derogatory or sexually orientated posters;
 - Photographs, cartoons, drawings or gestures which some may find offensive;
 - Physical conduct such as assault, unwanted touching, or any interference because of sex, race or any other protected category basis;
 - Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss, and offers of employment benefits in return for sexual favours;
 - Retaliation for having reported or threatened to report harassment.
- 4.3** Dane Partnership will undertake a thorough investigation of any allegation of harassment. If it is concluded that unlawful harassment has occurred, any employee(s) who Dane Partnership finds to be responsible for unlawful harassment will be subject to the disciplinary procedure and any sanction may include termination.

5. COMPLAINTS AND MONITORING PROCEDURES

- 5.1** Please see our Customer Service Policy for additional information or contact us using the contact details below. Any discrimination complaint will be investigated fully.

How to contact us:

Dane Partnership Ltd, Camberley House, 1 Portesbery Road, Camberley, Surrey, GU15 3SZ
Tel: 01276 20444; Email: enquiries@danepartnership.co.uk; Website: www.danepartnership.co.uk