



Inn Cornwall Limited

Company Registration: 7206263

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EQUALITY AND DIVERSITY POLICY

Policy

Inn Cornwall Limited is committed to provide equality in employment. The Company has a commitment to act fairly and impartially towards all employees and potential employees in relation to the opportunities offered to them at work, regardless of their gender, sexual orientation, marital or civil partner status, pregnancy or maternity status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability, age, trade union membership, part-time or fixed-term status or any other non-job related consideration.

Inn Cornwall Limited shall, at all times, strive to work within legislative requirements as well as promoting best practice. The Inn Cornwall Limited's long-term aim is that the composition of our workforce should reflect that of the community and that all workers should be treated equally to achieve their full potential. This policy, and the measures we take to implement it, has been devised on the basis of advice from the relevant government and professional bodies. We are committed to a programme of action to make this policy effective and to bring it to the attention of all workers.

This policy applies to the advertising of jobs, recruitment and selection, to training and development, opportunities for promotion, to conditions of service, benefits and facilities and pay, to health and safety and to conduct at work, to grievance and disciplinary procedures and to termination of employment, including redundancy.

Our workers and applicants for employment shall not be disadvantaged by any policies or conditions of service which cannot be justified as necessary for operational purposes. Inn Cornwall Limited will take appropriate steps to accommodate the requirements of workers' religions, cultures, and domestic responsibilities wherever possible.

All employees should be aware of the importance that Inn Cornwall Limited attaches to its Equality Policy. Employees should ensure that they do not by their own actions, behaviour or attitudes directly or indirectly discriminate against fellow employees or members of the public with whom their job may bring them into contact. This means employees must not treat anyone less favourably because of his or her gender, sexual orientation, marital or civil partner status, pregnancy or maternity status, gender reassignment, race, religion or belief,

colour, nationality, ethnic or national origin, disability, age, trade union membership, part-time or fixed-term status, or any other non-job related consideration or victimise a person because he or she has complained about or supported a complaint of discrimination.

All workers have a duty to act in accordance with this policy, and therefore to treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, whether junior or senior to them. Any employee who treats any employee less favourably will be subject to the Company's Disciplinary Procedure. In serious cases such conduct will constitute gross misconduct and may result in summary dismissal.

Complaints about or reports of discriminatory conduct should be made through the Company's Grievance Procedure.

The policy statement above applies equally to the treatment of our visitors, client's customers and suppliers by our workers.

What is discrimination?

We all have a personal responsibility to comply with this policy and ensure that we don't discriminate unfairly against others at work.

Direct discrimination

Under UK law, direct discrimination means treating one person less favourably than another on the grounds of their gender, sexual orientation, marital or civil partner status, pregnancy or maternity status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability, age, trade union membership, part-time or fixed-term status or any other non-job related consideration. For example, not offering a suitable person a job because they are a woman or because of their ethnic origin is direct discrimination.

Indirect discrimination

Indirect discrimination is more difficult to define and can be less obvious. It means applying an unjustifiable provision, criterion or practice which appears to be the same for all, but which has a particular disadvantage to one group of people even though there was no intention to discriminate. For example, to state that only employees who work full-time are allowed to attend training courses. As more women than men work part-time this would stop more women than men getting training and so put them at a disadvantage.

Perceptive discrimination

This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic. For example, an employee is 45 but looks much younger. Many people assume that he is in his mid 20s. He is not allowed to represent his company at an international meeting because the Managing Director thinks that he is too young.

Associative discrimination

This is direct discrimination against someone because they associate with another person who possesses a protected characteristic. For example, a manager is looking forward to a

promised promotion. However, after she tells her boss that her mother, who lives at home, has had a stroke, the promotion is withdrawn because the boss thinks that the employee will not have time to concentrate on her new job due to caring responsibilities for her mother.

Victimisation

If you suffer penalties as a result of making a complaint about discrimination under our Equality Policy this will be regarded as victimisation. This will be dealt with as a disciplinary matter against the person conducting the victimisation and like a complaint about discrimination, may lead to dismissal.

Harassment

Harassment can be discriminatory if it is based on things like sex, race, age or disability.

Third party harassment

The Equality Act makes the employing organisation potentially liable for harassment of our employees by people (third parties) who are not employees of our company, such as customers or clients. If employees have been harassed by external contacts, you should report it to your manager who will take reasonable steps to ensure the harassment does not occur again. If you are still being harassed by the external contact, you should raise a complaint with the Training & Development your manager.

For Inn Cornwall Limited to be liable for the third party harassment:

- the harassment must have occurred on at least two previous occasions (although not necessarily by the same harasser or suffering the same type of harassment);
- it must be aware that the previous harassment has taken place; and
- it must have failed to take reasonable steps to prevent harassment from happening again.

Equality in practice at Inn Cornwall Limited An Equality Policy must be more than a policy statement. For it to be effective it must be acted upon and put into everyday practice.

Recruitment and Selection

The Company will make every effort to attract applications regardless of their gender, sexual orientation, marital or civil partner status, pregnancy or maternity status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability, age, trade union membership, part-time or fixed-term status or any other non-job related consideration. All advertisements and recruitment literature will make reference only to the requirements of the job.

At all stages of the recruitment process, the applicant will be considered only on their capability to do the job. Consistent criteria will be applied to all job applicants. Such criteria will be relevant to the job.

Any decision taken not to select an individual will be based upon issues other than gender, sexual orientation, marital or civil partner status, pregnancy or maternity status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability,

age, trade union membership, part-time or fixed-term status or any other non-job related consideration. Recruiters will take sufficient interview notes to ensure that any decision can be justified if called upon to do so.

Inn Cornwall Limited shall take steps to ensure that knowledge of vacancies reaches a wide labour market and, where relevant, groups under-represented in Inn Cornwall Limited. Where appropriate, use may be made of lawful exemptions to recruit suitably-qualified people to cater for the special needs of particular groups.

Recruitment procedures will be reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities and that sufficiently diverse sectors of the community are reached. Job selection criteria are regularly reviewed to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

Training and Career Development

The Company recognises that it is essential to provide equal opportunity for appropriate job-related training. Staff training needs will be identified through regular staff appraisals. All workers will be given appropriate access to training to enable them to progress within the organisation. Training and development opportunities will also be communicated to all employees.

Video's and case studies used for training purposes feature diverse situations and backgrounds and have been selected regardless of gender, sexual orientation, marital or civil partner status, pregnancy or maternity status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability, age, trade union membership, part-time or fixed-term status or any other non-job related consideration.

Inn Cornwall Limited performance management system will be carried out in a non-discriminatory way.

In considering career development, a manager will offer work experience and training opportunities according to employees' abilities and qualifications. All promotion decisions will be made on the basis of merit.

The composition and movement of workers at different levels will be regularly monitored to ensure equality of opportunity at all levels of the organisation. Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers and to provide appropriate facilities and conditions of service to meet the special needs of disadvantaged or underrepresented groups.

Where an employee becomes disabled or if their working capacity is reduced, every reasonable and practicable consideration will be given to ensure that he or she may remain at work.

Our conditions of service, benefits and facilities will be reviewed regularly to ensure that they are available to all workers who should have access to them and that there are no unlawful obstacles to accessing them.

Fixed-term employees and agency and temporary workers

We will monitor our use of fixed-term employees and agency workers, and their conditions of service, to ensure that they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities. We will, where relevant, monitor their progress within Inn Cornwall Limited to ensure that they are accessing permanent vacancies.

Part-time workers

Inn Cornwall Limited will monitor the conditions of service of part-time employees and their progression within Inn Cornwall Limited to ensure that they are being offered appropriate access to benefits and training and promotion opportunities.

We will also ensure requests to alter working hours are dealt with appropriately under our Flexible Working Procedure.

Termination of employment

We will monitor redundancy criteria and procedures to ensure that they are fair and objective and do not directly or indirectly discriminate against employees.

We will also ensure that disciplinary procedures are carried out fairly and uniformly for all workers, irrespective of any non-job related criteria whether they result in the giving of disciplinary warnings, dismissal or other disciplinary action.

Monitoring

Managers have a responsibility to ensure that the policy is operating effectively within their own area.

Management responsibilities

The management team has overall responsibility for the effective operation of this Equality Policy and for ensuring compliance with the relevant statutory framework prohibiting discrimination.

Those working at a management level have a specific responsibility to set an appropriate standard of behaviour, to lead by example and to ensure that those they manage adhere to the policy and promote the aims and objectives of Inn Cornwall Limited with regard to equality. To facilitate this process, managers will be given training and refreshed on the various elements of equality legislation.

Employee's responsibilities

All employees regardless of their job role have a duty to uphold the Company's Equality Policy. All staff must ensure that they familiarise themselves with this policy and act in accordance with its aims and objectives. If you are a manager, or you are recruiting staff,

you should contact your manager to ensure you are aware of the Equality legislation to ensure you do not act in a discriminatory way.

Employees have a personal responsibility to ensure they do not discriminate in any way by their own actions. Employees should be aware that if any employee or member of the public makes a complaint against an Inn Cornwall Limited employee, this will be subject to a disciplinary investigation. Ultimately, a complaint may reach an Employment Tribunal and in cases where the Company's policy has been disregarded it is likely that the individual against whom the complaint has been made, rather than the Company, will have to defend his or her actions at a Tribunal.

An Equality Policy can work only with everyone's help and co-operation. It is dependent upon everyone's support during their day-to-day work. Employees should ensure that they act fairly, impartially and consistently in all of their dealings with members of the public, suppliers, other employees and applicants for employment.

Equal Treatment of Clients Policy

The Company is also fully committed to a policy of treating its customers and clients equally, irrespective of gender, sexual orientation, marital or civil partner status, pregnancy or maternity status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age.

All premises have been reviewed and monitored to ensure safe and respectful access for all persons.

Breaches of the policy

If you believe that you may have been disadvantaged on any of the unlawful grounds listed above, you are encouraged to raise the matter through Inn Cornwall Limited's Grievance Procedure. If you believe that you may have been harassed on any of the unlawful grounds listed in the first paragraph of this policy, you are encouraged to raise the matter through our Anti Harassment and Bullying Policy. Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Workers who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations of a breach in this policy which are found to have been made in bad faith will, however, be dealt with under our Disciplinary Procedure.

If, after investigation, you are proven to have harassed any other worker on the grounds of sex, marital status, sexual orientation, religion or belief, race, disability or age or otherwise act in breach of this policy, you will be subject to disciplinary action. In serious cases, such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. Inn Cornwall Limited will always take a strict approach to serious breaches of this policy.

As this policy applies equally to Inn Cornwall Limited workers' relations with visitors, clients, customers and suppliers, if, after investigation, you are proven to have discriminated against or harassed a client or supplier you will also be subject to disciplinary action.