

### **Policy**

Apex Management Consultants Ltd (Apex) is committed to encouraging equality and diversity among our employees, learners and employers, and within all organisations with whom we work, and to the elimination of unlawful discrimination. Apex commits to challenging any form of unlawful discrimination in any situations and locations in which we operate.

We aim to have a workplace, which is truly representative of all sections of society and those with whom we work.

### **Purpose**

The purpose of this policy is to provide equality, fairness and respect for all those who work for us, whatever their role or employment status.

Apex will not unlawfully discriminate because of Equality Act protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origin), religion or belief, gender and sexual orientation.

Apex will oppose, challenge and avoid all forms of unlawful discrimination. This includes the way we treat our own workforce and how we work with companies for whom we provide services.

Apex commits to encouraging equality and diversity in ours and other workplaces, and to make this this one of good practice and sound business sense. We aim to create a respectful, dignified and enjoyable working environment free from bullying, harassment, victimisation and any forms of unlawful discrimination.

Apex's Equality and Diversity policy is used to influence the recruitment of apprentices and Apex employees. The policy is implemented when training apprentices and Apex employees.

### **Responsibilities**

The responsibility for ensuring that Apex's Equality and Diversity policy is honoured is that of Apex's Managing Director (MD). Apex's managers and employees also have a responsibility to continually monitor that the policy is being honoured and to put the policy into action as outlined below. However, ultimate responsibility for ensuring the policy is followed rests with Apex's MD.

### **Implementation and monitoring of the policy**

Due to the nature of our business, we need to ensure that the policy is known and followed by both Apex staff and those with whom we work. The steps to implement the policy are as follows.

- 1) All Apex staff need to be briefed on the policy and their commitment to it obtained. The briefing starts at interview stage, at the point where we offer the job to the individual. They can only join us if they commit fully to upholding the policy.
- 2) Existing Apex staff have a copy of the policy and their commitment to upholding it has been gained.
- 3) Existing Apex staff at annual appraisal stage, and new Apex staff in their induction programme, will be trained/retrained on each aspect of the policy. This involves teaching Apex staff about their own rights and responsibilities under the policy. The training goes on to show how Apex staff must conduct themselves to ensure equality of opportunity in employment, and how to challenge and prevent bullying harassment, victimisation and unlawful discrimination.
- 4) Apex staff will be trained that it is their right to use Apex's Complaints and Appeals Procedure to challenge any activities or conduct which is against the content of the policy. They will also be trained on how to challenge and, if necessary, report instances of discriminatory or unfair conduct in (client) locations where they are working. This training is carried out annually.
- 5) Apex's Equality and Diversity training extends to cover Apex staff conduct with all those with whom they come into contact, including the public, suppliers and others in the training and learning world. If we are to have a fair and non-discriminatory society, then discrimination and unfair treatment must be tackled across the board.
- 6) In terms of Apex's own employees found to have behaved in an unfair or non-discriminatory fashion, appropriate use will be made of Apex's Disciplinary and Grievance Procedure.
- 7) Firms with whom Apex works will undoubtedly have their own Equality and Diversity Policy. Apex supplies a copy of our policy to them at the start of any work we do with them. The right to challenge, and if appropriate to report, unfair or discriminatory acts or behaviour will be outlined to employers and learners with whom we work.
- 8) Apex needs to regularly monitor its own conduct to ensure compliance with the policy. This is carried out by Apex's MD annually in January when all Apex policies are reviewed and at other times when action needs to be taken. Legislative changes and reviews of good working practices take place continually in society and in business. Examples of subjects needing to be monitored regularly by Apex are employment practices and procedures, the make-up of our workforce, any Equality Act extensions or changes to the definition of protected characteristics, and the overall operation of the policy.



**Commitment to the policy**

Apex's MD and senior managers fully support Apex's Equality and Diversity Policy. Apex's mechanisms of annual review of the policy, briefing, training and monitoring on it, and use of Complaints and Appeals, and Grievance and Disciplinary Procedures are all important ways in which we can continue to ensure the policy is embedded in what we do. What is also important and must never be forgotten is that fair treatment of everyone in a just and lawful society should be taken as a given. Therefore, anything which threatens that should be challenged. Fairness is a core Apex value. We wish to treat Apex staff and those we work with in a fair and non-discriminatory way and expect that in return.

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**Note 1: The Guidance given in the ACAS template for Equality and Diversity policies has been used and was very helpful in writing Apex's document.**

**Note 2: Apex has a dual responsibility in ensuring that fair and non-discriminatory conduct is carried out by both Apex staff and those employers and learners with whom we work. The dual nature of this responsibility has been explained and emphasised in the policy.**

**Date of document and date of next review: This document is dated 23<sup>rd</sup> January 2020 and will be reviewed by Apex by no later than 22<sup>nd</sup> January 2021.**