

Alison John & Associates (AJA)

Vision, Mission, Values

Vision

Our vision is of a society where everyone can participate equally.

Mission

AJA creates opportunities for people to reach their potential.

Values

We value:

1. **Inclusion** - we believe everyone has the right to contribute to the community
2. **Quality** - we provide quality training opportunities for people. We want lives to be enriched and fulfilled.
3. **Hard work and learning** - we expect all staff to work hard, be positive and to learn from mistakes.
4. **Flexibility** - we aim to inspire and innovate, and we adapt to change and respond to feedback.
5. **Valuing people** - we value all the people we work with.

AJA EQUAL OPPORTUNITIES POLICY

1 Statement of Intent

- 1.1 AJA is committed to Equal Opportunities and the management of diversity. It is committed to fostering and promoting a workplace where people are treated with dignity and respect and where people are valued as individuals. We recognise that people with different backgrounds, skills, attitudes and experiences can bring fresh ideas and perceptions which can make our work more efficient and provide better services to a wider community. We are committed to ensuring employees maximise their potential and their contribution to the organisation.
- 1.2 AJA will ensure that it provides equality of opportunity in all aspects of employment and that no job applicant or employee is discriminated against on any grounds.

2 Definition of Terms as Used in This Policy

- 2.1 Direct discrimination means treating a person or group of people, on the above grounds, less favourably than others are or would be treated in the same or similar circumstances.
- 2.2 Indirect discrimination means applying a requirement or conditions which, whether intentionally or not, have an adverse effect on one particular group.
- 2.3 Workplace Harassment is unwanted conduct affecting the dignity of men and women in the workplace. It may be related to sex, race, colour, disability, sexual orientation, age or any other personal characteristic. Harassment deliberate or otherwise can include unwelcome physical, verbal or non-verbal conduct, which is found to be offensive, objectionable, upsetting or embarrassing to the recipient, and which might threaten an employee's job security or create a stressful or intimidating work environment.
- 2.4 Bullying can be defined as offensive, abusive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, degenerate or injure the recipient or unfair penal sanctions which make the recipient feel upset, threatened, humiliated or vulnerable, which undermines self confidence and may cause suffering and stress.
- 2.5 Victimisation is treating a person less favourably than others because s/he has exercised her/his right under this policy or the relevant legislation, or has supported someone who has exercised their rights.

3 General Principles

- 3.1 It is the responsibility of all individuals who come into contact with the organisation to respect and act in accordance with this policy and to ensure that it is effective.
- 3.2 All individuals are required to be treated and to treat others with respect and to create a fair, non-discriminatory working environment and to assist in AJA's aims to monitor and improve equality of opportunity for all.
- 3.4 This policy will be reviewed regularly.
- 3.5 Individuals will bring to the attention of all the provisions in this policy.
- 3.6 Training will be made available to all staff covering equal opportunity issues.

4 Harassment and bullying

- 4.1 Harassment, intimidation or bullying is unacceptable and illegal.
- 4.2 It is the responsibility of the Lead Trainer to investigate all formal complaints.

5 Recruitment

- 5.1 AJA will advertise widely and enable people to be interviewed in a way that suits them, eg, by telephone, meetings. We will aim to ensure that all vacancies are flexible and supported.
- 5.2 All advertisements will state that AJA is committed to equal opportunities.
- 5.3 AJA will endeavour to have a training team that is representative and reflects diversity.
- 5.4 All applicants will submit accurate and appropriate information
- 5.5 Application forms will contain only questions relevant to the job applied for and will not ask unnecessary personal questions.
- 5.6 Application forms will seek to enable people to emphasise the positive aspects of their application, and will make it clear that life experience as well as formal qualifications and previous work experience is valid.

5.7 A brief statement of AJA's Equal Opportunities Policy will form part of all job application forms.

7 Training

7.1 All Associates will be encouraged to undertake training relevant to their personal development.

7.2 CVs will reflect training and achievements.

9 Monitoring

9.1 AJA is committed to monitoring to ensure effective implementation of the policy.

9.2 All information collected for monitoring will be treated as confidential

9.3 AJA will ensure that any information gathered for the purpose of monitoring will only be used for monitoring and will be protected from misuse, in accordance with Data Protection laws.

Dated 01 January 2013

Review Date 01 January 2014