

Policy and procedure on equality and diversity

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1. Aim and purpose

- 1.1 The Crown Estate is committed to eliminating discrimination and encouraging equality and diversity amongst our workforce.
- 1.2 The purpose of this policy is to provide equality and fairness for all and not to discriminate because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (which includes colour, nationality and ethnic origins), religion or belief, sex or sexual orientation. We oppose all forms of unlawful and unfair discrimination.
- 1.3 This policy applies to all employees, external job applicants, potential or existing customers, tenants, managing agents, contractors, business contacts and members of the public. It may include situations outside of work where there is a close link to the work and may apply after employment with respect to references.
- 1.4 All employees are responsible for the promotion and advancement of this policy. Behaviour, actions or words that transgress the policy will not be tolerated and will be dealt with in line with our grievance and disciplinary policies.

2. General principle

- 2.1 To ensure The Crown Estate meets its legal obligations within the areas of Equality and Diversity.
- 2.2 To ensure we meet our moral obligations within the areas of equal treatment and equal access to employment, resources, goods, services and facilities.
- 2.3 To provide a policy that communicates our commitment to Equality and Diversity and explains the action that can be taken in the event of non-compliance.
- 2.4 To communicate the responsibilities of all our employees in respect of promoting and maintaining a working environment, and enabling everyone to reach their full potential, whilst being treated equally, fairly and with respect.

3. Our commitment

- Create an environment in which individual differences and the contributions of all our employees are recognised and valued.
- Encourage a working environment that promotes equality and diversity.
- No form of intimidation, bullying or harassment will be tolerated whether direct, indirect, associative or by perception.
- Offer training, development and progression opportunities to all of our employees.
- Recognise the varied contributions that a diverse workforce makes to the business.
- Review all employment practices and procedures to ensure fairness.
- Ensure compliance with equalities legislation

4. Responsibilities

- 4.1 All employees are subject to the provisions of this policy and share responsibility for promoting and maintaining a working environment that allows everyone to reach their full potential whilst being treated equally, fairly, and with respect. Every employee has a personal responsibility for the implementation of this policy, and related policies and procedures.
- 4.2 Whilst all employees share responsibility for the implementation of this policy, managers and senior managers hold the additional responsibility of ensuring the policy is promoted and maintained within their teams.
- 4.3 We will take appropriate action against any individuals who do not act in accordance with this policy through our Grievance and Disciplinary policies.

5. Raising concerns

- 5.1 We will take seriously any concerns that you may have with regard to breaches of this policy. If you feel you have been unfairly treated, you should first discuss your concerns with your Line Manager, who will attempt to resolve the situation informally. If you do not feel able to approach your immediate Line Manager, approach another Manager or a member of HR.
- 5.2 Where attempts to resolve the matter informally are unsuccessful or the matter is more serious, it may be appropriate for you to raise a formal grievance. The grievance procedure is there to support you and it is important that such problems are reported so that action can be taken. If your complaint concerns bullying or harassment – we have a specific policy and procedure under which you can raise your concerns.
- 5.3 All complaints will be taken seriously and dealt with confidentially and promptly. The complaint may require an investigation to be carried out as we have a legal duty to ensure the safety of all our employees who may be affected by the alleged persons behaviour.
- 5.4 Care will be taken to prevent the victimisation of people involved in any complaint.

6. Legislation

- 6.1 The arrangements set out in this policy, and related policy guidance reflect the legislative requirements as set out in the Equality Act 2010.

7. Related policies

- 7.1 The Crown Estate has a number of other related policies which can be found on i-site of from HR:
 - Grievance
 - Disciplinary

8. General

- 8.1 Please be aware that a number of policies exist which integrate or influence the application of this policy such as Grievance and Disciplinary policies. This list is not exhaustive. If you have any queries regarding the application of this policy, please speak to your line manager or contact HR.
- 8.2 This policy supersedes any arrangements previously set out in the Staff Handbook and Working for The Crown Estate - A guide for employees.

If you have any queries regarding the application of this policy, please speak to your line manager or a member of the HR team.

Date last reviewed: April 2013

Agreed with: PCS and GMB (if applicable)

This policy will be reviewed every 2 years or earlier if legislation or practice changes.