

Equality and Diversity

(TCE061 OCT18)

Equality and Diversity Policy and procedure

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1. Purpose and scope

The Crown Estate is committed to promoting equality and diversity and a culture that actively values difference. We aim to be an inclusive organisation, where diversity is valued, respected and built upon in order to encourage inclusion in the workplace.

The purpose and scope of this policy on Equality and Diversity 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.

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.

All employees are responsible for the promotion and application of this policy. Behaviour, actions or words that breach the policy will not be tolerated and will be dealt with in line with our grievance and disciplinary policies.

Whilst this policy and procedure does not form part of your Contract of Employment, all employees have a positive responsibility to comply with it and to ensure its terms are complied with.

The Crown Estate reserves the right to amend the policy and procedure from time to time.

2. Principles

- It is important to remember that equality and diversity are not inter-changeable but inter-dependent. There can be no equality of opportunity if difference is not valued and harnessed and taken account of
- To communicate the responsibilities of all our employees in respect of promoting and maintaining a working environment, enabling everyone to reach their full potential, whilst being treated equally, fairly and with respect
- To ensure The Crown Estate meets its legal obligations within the areas of Equality and Diversity
- To ensure we meet our moral obligations within the areas of equal treatment and equal access to employment, resources, goods, services and facilities.
- 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.

3. Our Commitment

- Create an environment in which individual differences and the contributions of all Crown Estate 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

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- Treating our customers and colleagues fairly and with respect
- 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
- Give full and proper consideration to people with different abilities (i.e. disabled people), during our recruitment process and whilst they are employed, to ensure reasonable adjustments for their particular aptitudes and abilities are in place in order for them to perform
- To respect the needs of and make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours.

4. Responsibilities

All employees are subject to the provisions of this policy and have a shared responsibility for promoting and maintaining a working environment that allows everyone to reach their full potential whilst being treated fairly and with respect. Every employee has a personal responsibility for the application of this policy and related policies and procedures.

Managers and senior managers hold the additional responsibility of ensuring the policy is promoted and maintained within their teams.

We will take appropriate action against any employee who does not act in accordance with this policy through our Grievance and Disciplinary policies

5. Raising Concerns

The Crown Estate will not tolerate any behaviour from employees which contravenes this policy. Any such breach will be regarded as misconduct, except for serious violations such as discrimination on protected grounds; serious offences including bullying, harassment or victimisation, as these will be treated as gross misconduct and may lead to disciplinary action including summary dismissal from employment without notice.

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 your HR Advisor (HRA) or HRBP.

All complaints will be taken seriously, dealt with confidentially and may require an investigation to be carried out. A sensitive approach will always be taken to prevent the possible victimisation of people involved in any complaint.

Employee Assistance Programme (EAP)

- This confidential service provided by LifeWorks is available to all Crown Estate employees and offers a wide range of professional advisory services to support individuals in this situation
- Call 0800 169 1920 in confidence

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6. Legislation

This policy and any related policy guidance reflect the legislative requirements as set out in the Equality Act 2010.

7. Consultation

This Policy and Procedure was adopted by The Crown Estate, following consultation with representatives of both the PCS and GMB Trades Unions.

8. General

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 and should you have any queries regarding the application of this policy, please speak with your line manager, HRA or HRBP.

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9. Document Control


Document History:

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Document Review:

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