

Focus Consultants: Equality of Opportunity & Diversity Policy

Focus Consultants is committed to applying positive action and promoting best employment equality practice in its efforts to eliminate discrimination and create working environments where all are treated fairly, with respect and in accordance with their human rights. We are committed to promoting ethical principles and practices related to the prevention of the exploitation and abuse associated with modern slavery and human trafficking.

One of our most basic beliefs is that everyone should have the opportunity to work. Focus Consultants complies with the applicable employment laws, which include remuneration for our staff at rates above the Living Wage in London and the UK as a whole, and our obligation is to ensure fairness in the hiring and advancement of all employees without discrimination. All of our staff have a personal responsibility for maintaining a respectful work atmosphere, free of abusive or unprofessional conduct. Every employee is expected to respect other people and treat them with dignity.

Focus will take action to ensure that anyone who works for the company or who applies for a job with the Practice will not be treated less favourably than anyone else because of any characteristic defined as a 'protected characteristic' under The Equality Act 2010. This is applicable to avoid discrimination to all persons either directly, by association or indirectly. A protected characteristic may be defined as Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex, Sexual Orientation, Marriage and Civil Partnership and Pregnancy and Maternity. The Practice recognises that individuals or groups who face discrimination on the grounds of more than one of the above characteristics can potentially experience greater disadvantage. Focus also applies positive action to ensure equality practice in respect of responsibility for dependants, trade union activity or working hours.

Focus undertakes to comply in full with The Equality Act 2010 (which has now harmonised into one piece of legislation and has replaced the following:

- the Equal Pay Act 1970
- the Sex Discrimination Act 1975
- the Race Relations Act 1976
- the Disability Discrimination Act 1995
- the Employment Equality (Religion or Belief) Regulations 2003
- the Employment Equality (Sexual Orientation) Regulations 2003
- the Employment Equality (Age) Regulations 2006
- the Equality Act 2006, Part 2
- the Equality Act (Sexual Orientation) Regulations 2007.

This statement is applicable to all policies and practices associated with the Practice's role as an employer. Most particularly it applies to recruitment and selection, employee training and development and promotion. This statement also applies to the Practice's role as a service provider.

Our Equality of Opportunity Policy is included in the Induction Manual which is handed to every member of staff for their retention on commencement of their employment with the Practice. A copy of the Policy is also displayed in common areas throughout the Practice's premises.

Equality of opportunity is part of the Practice ethos and is actively encouraged at all times.

Diversity Statement

At Focus we embrace and actively promote diversity in the workplace. We have both a legal and moral duty to create a greater understanding of a diverse workforce in all aspects of our operation. We will not accept any unlawful or unfair discrimination on the grounds of age, race, ethnicity, gender, sexual orientation, disability, religion or belief.

We actively encourage gender and ethnic representation at all levels of the Practice, including the Board and we work with our Client base to review improvements to equality procedures and introduce appropriate changes to our Policy in the light of these reviews. When working with partnerships of public and private organisations we endeavour to introduce agreed standards on equality with which to represent the partnership. We frequently work with specialist sub contractors in the delivery of programmes and projects and ensure all agree to adopt appropriate equality policy through contractual procedures.

We believe in team spirit, enjoyment and ownership. We recognise that our staff will have different needs and aspirations in respect of their career paths. We continually strive to create a stimulating and motivational environment where our staff can develop to reach their full potential. We provide a positive supportive environment with a personal development programme for all which is tailored to meet their individual needs and aspirations.

It is our objective to provide our clients with an honest and fair representation of the diverse society in which we live.

Why Have a Policy?

Focus believes that:

- all people should have an equal chance to apply for and be considered for jobs
- some people miss out on job opportunities because of their background
- some people have the wrong ideas about what other people can or cannot do
- some people require more support to compete equally with others
- harassing or discriminatory behaviour is not acceptable
- people's differences should be valued and made the most of
- clients of the Practice are best served by a workforce that reflects the local community.

Employer' Responsibilities:

As an employer Focus aims to achieve equality of opportunity in its employment by undertaking to:

- comply fully with and implement legal requirements set out in relevant legislation and guidance provided in Codes of Practice
- create working environments that promote fair and equal opportunities
- plan, implement and monitor the equal opportunities policy
- ensure all employees know about the policy, and that any incidents of victimisation, discrimination and harassment are disciplinary offences within the Practice
- provide training and guidance in respect of equality and diversity to make sure our staff understand their duties under the law and under the policy
- implement and regularly review employment procedures and change them where they are found to be actually or potentially discriminatory

- implement the policy in recruitment practices, including press advertisements and specialist recruitment agencies, and monitor the numbers of job applicants from different ethnic and gender groups
- monitor the existing workforce and job applications to see if the policy is working and addressing under-representation
- make sure that all information relevant to the policy is publicly available
- take disciplinary action against any employee who is in breach of the equal opportunities policy
- develop and implement positive action initiatives, corporately and within departments, aimed at redressing the under-representation of particular groups who experience discrimination in the labour market
- ensure that Terms and Conditions of employment can accommodate access needs and flexible work practices
- provide procedures, support and guidance for employees and job applicants to make a complaint who believe they have been treated unfairly
- recognise and adopt best practice on all employment matters.

Employees' Responsibilities:

Employees are expected to:

- Comply with and promote the Employment Equality Policy and avoid unlawful discrimination.
- Not help others unlawfully discriminate.
- Co-operate with other procedures and practices that complement the Employment Equality Policy.
- Report any suspected discriminatory actions.
- Report any suspicions of harassment taking place.
- Not victimise people because they have made a complaint or have been involved in a complaint of harassment or discrimination.
- Seek guidance on matters of equality and best employment and practice when they are unsure of the best course of action.

Service Provider Responsibilities

In our role as a service provider, Focus aims to ensure that our clients and all contacts with whom we have a working relationship in all sectors of the community are treated fairly and with respect and that all dealings are free from racial, sexual and disability discrimination and harassment. We also recognise our liabilities regarding harassment to our employees by any third parties not directly employed by the firm.

Review and Consultation:

Every three years the Practice will aim to consult as widely as possible with clients and employees on improving the effectiveness of this policy. Every attempt will be made to make this a meaningful process and the diversity of contributions to this consultation will be valued by the Practice. The review will be followed by effective action where this is required.

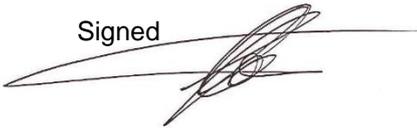
Making a Complaint:

A person wishing to make a complaint about any matter where they feel the actions of the Practice, or any of its employees or representatives, falls short of the commitments made in this Policy Statement, should write (or contact in any other way accessible to them) describing the nature of their concerns, to the Partner of the Department involved, who will ensure appropriate action is taken.

This leaflet was originally produced for circulation to all company employees. It is included in this document so that you can also be fully aware of Focus Employment Equality policy and why it has been established.

We welcome any comments you have or any suggestions you may have for how we may improve it.

Signed

A handwritten signature in black ink, appearing to read 'Ian Stevens', is written over a horizontal line. The signature is stylized and cursive.

Ian Stevens

Partner

Focus Consultants 2010 LLP